



JOB DESCRIPTION

Position Code: HR ANLYST PC
Management Group: CONF
Salary Range:31
Work Calendar: 01
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POSITION TITLE: Position Control Analyst, Human Resources (Confidential)

DEFINITION: Under general direction, performs independent, advanced analytical, highly complex tasks to assist in the smooth and efficient operation of the Human Resources Department including position control, salary administration, data gathering, position classification, report preparation, special project assignments, employer-employee relations activities and the recruitment and selection of personnel. Exercises independent judgement in general budget and authorized positions in accordance with established policies and procedures.

DIRECTLY RESPONSIBLE TO: Assistant Superintendent, Human Resources or designee

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

- Sets up and ensures all authorized positions are reflected in the system and establishes job codes as needed.
- Receives and reviews personnel request forms for accuracy and appropriate approvals.
- Initiates, maintains and closes all authorized positions in the system in a timely manner and ensures changes made to the positions are updated in the financial system.
- Reconciles and balances staffing allocations.
- Works closely with budget and fiscal services to ensure accuracy of position control records and facilitates communication among the departments.
- Generates reports to verify employees and positions are assigned to the appropriate school site, department and budget code.
- Runs position control reports.
- Maintains position control aspect of system and copies the position control definitions from year to year.
- Initiates and maintains authorized work calendars and salary schedules.
- Performs annual payroll load and generates comparative reports to ensure data accuracy.
- Develops and presents training for department and other district employees on position control process.
- Participates with budget and fiscal services in annual year-end closing and audit.
- Compiles and analyzes documents and coordinate activities related to salary administration, data gathering, report preparation, special project assignments, the interview/selection process and other general human resource practice and procedures.
- Advises, interprets, trains and orients department and district personnel on appropriate procedures and processes related to bargaining unit contract issues and the impact on negotiated agreements.

- Compiles information from a variety of sources and prepare independent, advanced, analytical reports required by the district or bargaining units for use in contract negotiations.
- Performs duties associated with position control, preliminary salary schedule placement, applicant tracking, management information systems, affirmative action, credential monitoring and other areas as assigned.
- Composes correspondence and reports independently or from directions; prepare letters, memos, forms and other documents as required.
- Operates a computer to input, output, update and access a variety of records and information; generates reports, records, lists and summaries from computer database.
- Assembles confidential and sensitive information related to human resources functions.
- Remains current on human resources laws, court decisions, and trends affecting both education and public sector.
- Performs other duties as assigned.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education, and/or experience equivalent to a Bachelors Degree in human resources, business administration or a closely related field and two years of responsible experience in human resources or a related field; one year of supervisory experience desirable. Any other training, education and experience which would provide the required skills, knowledge and abilities may be substituted.

Knowledge, Skills, and Abilities:

- Knowledge of principles and practices of position control management
- Knowledge of current principles, practices and techniques of personnel administration, including position classification, position control and salary administration
- Knowledge of applicable district policies, procedures and bargaining contracts
- Knowledge of California Education Code
- Knowledge of state and federal laws relating to human resources such as the Family Medical Leave Act, the Americans with Disabilities Act, the Fair Labor Standards Act
- Knowledge of interpersonal skills using tact, patience and courtesy
- Knowledge and skill in the use of computers and assorted software programs
- Ability to understand, interpret, apply and explain applicable rules, regulations, policies and procedures
- Ability to work effectively with all levels of district staff, stakeholders and members of the community
- Ability to communicate effectively both verbally and in writing with all levels of district staff, stakeholders and members of the community
- Ability to analyze data and prepare clear and concise written and verbal reports
- Ability to analyze situations and adopt an effective course of action
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to work independently, with minimum direction and make decisions within the framework of established guidelines
- Ability to establish priorities and meet deadlines

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, sitting, or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental and emotional stamina to endure long hours, under sometimes stressful conditions

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 5/23/23