

## **CERTIFICATED HUMAN RESOURCES ANALYST**

**Reports to:** Human Resources Management

**Division:** Human Resources

### **Our ideal candidate**

You have highly developed analytical and critical thinking skills. You are able to manage multiple projects effectively and meet timelines. Your oral and written communication skills are exceptional. You are equally skilled at attending to details and seeing the big picture. You understand politically sensitive issues and handle yourself in a confidential and diplomatic manner. You are committed to providing the best service possible to Santa Barbara County Education Office departments, employees, and applicants.

### **General description**

Under general direction, perform a full range of professional analytical work associated with certificated human resources, including assessment development and validation, recruitment planning and applicant sourcing, credentials, position classification, and compensation.

### **Specific duties and responsibilities**

- In collaboration with hiring managers, plan and develop comprehensive recruitment plans, including applicant sourcing and appropriate qualification analysis.
- Develop qualified and diverse applicant pipelines and sources by a variety of methods, including social media, professional networking, participating in recruiting events, identifying appropriate advertising and outreach, developing web content, preparing position announcements, and writing and placing advertisements.
- Promote the recruitment and retention of qualified applicant pools by prompt and professional communication with job applicants regarding employment opportunities, application and recruitment status, qualification assessment, and the SBCEO employment process.
- Review applications to determine whether applicants meet minimum qualifications or are potentially eligible for a permit and/or credential from the California Commission on Teacher Credentialing (CCTC).
- Guide applicants who may be eligible for a permit through the application process with the CCTC and inform hiring managers of any steps taken and subsequent progress on eligibility.
- Serve as a technical resource to hiring managers, employees, and applicants concerning credential authorizations, requirements and application procedures.
- Educate hiring managers about CCTC requirements and processes and credentialing programs available to support staff.
- Analyze coursework, transcripts, and other criteria to verify Basic Skills Proficiency for individuals to apply for any basic teaching credential/permit.
- Evaluate and interpret transcripts and work experience for initial salary placement and subsequent column advancement.
- Answer technical questions requiring interpretation, research, and knowledge of regulations pertaining to credentialing.
- Monitor assignments of certificated staff; help identify mis-assignments, and assist in the resolution of such situations.

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- Onboard new certificated employees by analyzing transcripts, determining initial salary placement, and preparing offer letters, contracts, and compensation notices.
- Conduct new employee orientation for certificated staff.
- Collaborate with hiring managers to draft new and revised certificated job descriptions; conduct compensation studies and draft recommendations for salaries for proposed new classifications.
- Respond to certificated salary surveys conducted by other parties.
- Analyze current certificated human resources practices and processes and propose modifications, with the goals of greater efficiency, effectiveness, and equity.
- Draft revisions to the certificated employee handbook, certificated policies, or procedures.
- May conduct research or data collection on human resources-related topics as assigned.
- Perform related duties as assigned.

**Requirements**

Education: Possession of a bachelor's degree in human resources, public or business administration, psychology, social sciences, or related field. Additional related professional experience may be substituted for up to two years of the required higher education on a year-for-year basis.

Experience: Two years of professional experience in human resources that included one or more of the following: employee recruitment; applicant sourcing; credentials analysis; assessment development; position classification; or compensation administration. A master's degree in a closely related field may be substituted for up to one year of required professional experience.

Experience in public sector human resources is preferred.

**Knowledge of:**

- principles, practices, methods and terminology used in public human resources administration, including job analysis, selection, recruitment, classification and compensation
- federal and state employment law relating to employee selection
- education code and other relevant rules and regulations
- generally accepted professional practices in the development of employee selection procedures, job description development, qualifications assessment, and job analysis
- correct English usage, grammar, spelling, punctuation and vocabulary
- arithmetic, including percentages and fractions
- modern office practices, procedures, and equipment
- telephone and email etiquette
- standard office productivity software applications, including word processing, spreadsheets, presentations, and videoconferencing
- record-keeping practices



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**Ability to:**

- gather, evaluate, and analyze data and draw sound conclusions
- analyze situations accurately and adopt an effective course of action
- draft a variety of written documents, including advertisements, assessment materials, candidate communications and correspondence, recommendations, rules, and procedures
- perform accurate arithmetical calculations
- communicate effectively, both orally and in writing
- interpret, explain, and apply laws, regulations, rules, and policies
- learn County Education Office organization, operations, policies and objectives
- maintain current knowledge of laws, rules, and regulations related to certificated human resources
- plan and organize work to meet deadlines
- work independently and as part of a team
- interact effectively with a wide variety of people within and outside the organization
- operate a computer and other office equipment and related software programs
- use a human resources information system, enterprise financial system, applicant tracking system, and other proprietary and commercial databases
- maintain accurate records and files
- maintain confidentiality of sensitive information

**Licenses and certificates**

- Possession of a valid California Class C driver's license, insurance as required by law, and the use of a dependable automobile are required.
- Must be eligible to be a custodian of records as required by the Department of Justice.

**Working conditions**

This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and recruiting events and conduct interviews and examinations, is required. Occasional overnight travel may be required.

**Series**

Human Resources



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**Salary range 84**

*Approved by the Personnel Commission:*      June 24, 2024