

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES ANALYST - CERTIFICATED

BASIC FUNCTION:

Under the direction of an assigned supervisor perform complex and specialized functions in support of the recruitment, selection, employment, credentialing and processing of the District's certificated applicants and employees; analyze, verify and process credentials, renewals, and transcripts for certificated personnel to assure compliance; monitor misassignments and teacher vacancies; document and report a variety of technical and analytical data involved in the certificated personnel programs of the District; determine salary placements and adjustments.

REPRESENTATIVE DUTIES:

Perform complex and specialized functions in support of the recruitment, selection, employment, credentialing and processing of the District's certificated applicants and employees.

Analyze, verify and process credentials, renewals and transcripts for certificated personnel to assure compliance; notify staff of credential expiration dates and advise certificated staff of requirements for current and next level stages; provide information on credential requirements for administrators, teachers, substitutes and applicants; track placements due to additional units and degrees submitted and assist employees with adding additional credentials.

Create, input, and/or review district personnel requisitions to determine appropriate action; prepare County information forms ensuring proper coding of classification, salary pay cycle, action code and retirement plan and status and various stipends; input data to ensure that employees are paid on time and accurately.

Provide detailed information regarding certificated employment opportunities, salaries and related matters to District staff and the public.

Perform a variety of duties involved in the recruitment and selection of certificated applicants; process applications and screen for completeness; schedule interview appointments and maintain related records and files.

Gather, compile and evaluate official transcripts and other information used to determine and recommend initial salary placement and anniversary increment recommendations.

Conduct employee onboarding; notify payroll of salary changes, additions to staff, leaves of absence and changes of status.

Prepare and distribute offer letters, contract letters and related correspondence to permanent and probationary personnel.

Prepare appropriate agenda material and Board reports related to certificated personnel; process paperwork on new certificated hourly and contract personnel.

Maintain a variety of records and files regarding certificated personnel; monitor and track certificated evaluation timelines; prepare related reports.

Maintain and process a wide variety of information related to assigned personnel records; input information into computerized databases and generate a variety of reports and lists; assure the timely distribution of records and reports; forward documents to appropriate departments.

Initiate, receive, refer telephone calls; interpret, apply and explain laws, codes, policies and bargaining agreement language related to assigned functions.

Perform special research and projects as assigned.

Process doctor's notes for employees on leave; provide information regarding leave options; process and respond to unemployment claims from EDD.

May provide work direction and guidance to assigned student workers and substitutes.

Operate a variety of office equipment.

Operate a variety of computer software, including databases and spreadsheets. Compile, prepare and maintain a variety of confidential records, files, lists and reports; purge assigned records and files in accordance with established guidelines; maintain confidentiality of sensitive and privileged information.

Type, prepare and distribute announcements for job openings and advertisements; post job announcements on District and recruitment websites; collect and review applications for qualifications and completeness; oversee and assure timely and accurate posting processes.

Attend a variety of meetings and conferences as assigned.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District procedures, rules and regulations concerning certificated personnel.
Certificated contract agreements.

State of California credential requirements and process.
Modern office practices, procedures and equipment and various computer software.
Record-keeping techniques.
Operation of a computer terminal.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Applicable sections of State Education Code and other applicable laws, contracts, rules, regulations, policies and procedures.
Technical aspects of field of specialty.

ABILITY TO:

Perform a variety of technical duties in support of the operations and activities concerning certificated personnel.
Read and interpret transcript following applicable sections of state and federal laws, codes and regulations.
Inform applicants and employees regarding District employment policies and California credential requirements.
Make arithmetic computations with speed and accuracy.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Read, interpret, and follow applicable sections of certificated contract agreement.
Explain District rules, regulations, policies and procedures.
Work confidentially with discretion.
Maintain records and prepare reports.
Type at 30 words net per minute from clear copy.
Work cooperatively and effectively with others.
Analyze situations accurately and adopt an effective course of action.
Input data with accuracy.
Work independently with little direction.
Plan and organize work.
Provide work direction to others.
Operate a variety of office machines including calculator, computer and word processing hardware, printer, copier and scanner.

EDUCATION AND EXPERIENCE:

Graduation from high school or high school equivalency and two years increasingly responsible clerical experience preferably including experience

in a personnel office, or college-level coursework in human resources or related field.

WORKING CONDITIONS:

District office environment subject to frequent interruptions. Subject to exposure to communicable diseases.

Job Study-1/2020