FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Analyst I, Human Resources	**REPORTS TO:**	Executive Director, Human Resources/Labor Relations
DEPARTMENT:	Human Resources/ Labor Relations	**CLASSIFICATION:**	Management
FLSA:	Exempt	**WORK YEAR:**	Varies
BOARD APPROVAL:	July 28, 2010	**SALARY:**	E-17/Management Salary Schedule

(Former Classification: Human Resources Analyst)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; under general direction of the Executive Director or designee, perform a variety of technical work for major personnel functions including salary administration, data gathering, report preparation, certificated credentials, classified/certificated substitute services, technology and personnel to provide timely delivery of high quality services to meet the needs of the District ; perform special project assignments to support the efficient operation of the department.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Gather and compile data about salaries, classifications, job analysis, and other matters; research a variety of sources to provide accurate reports including applicable legal provisions to personnel procedures as related to management. *E*

Coordinate certification for certificated employees in a timely manner in support of providing students access to high quality options and a variety of activities; establish procedure for monitoring credentials; identify concerns and recommend necessary changes to ensure compliance as set forth in Education Code and District policy. *E*

Provide requested human resources data reports in a timely manner; utilize various software applications and tools to produce accurate reports; prepare records of new employees, leaves, termination, personnel changes and others related information as requested. *E*

Coordinate and ensure integrity of assigned recruitment and hiring processes including serving as proctor for interview panels, screening applicants, developing questions, compiling paper screening, oral interview results and other related duties. *E*

Coordinate timely human resources activities for specific programs such as intersession and summer school, in support of providing students' options to stay in school on target to graduate; coordinate and oversee substitute office and other assigned duties such as applicant tracking, computer system activities, affirmative action and credential monitoring to provide timely delivery of high quality services. *E*

Perform research and analyze data utilizing computer data base management and spreadsheet programs; coordinate the collection and preparation of data through computer-generated reports required by State and Federal agencies. *E*

Monitor and collect data on performance evaluation to assess effectiveness of performance and ability and desire to educate or assist students at a high level. *E*

Develop and modify job descriptions to ensure accuracy of job duties and expectations; process requests for reclassification in accordance with bargaining unit agreements and District policies. *E*

Calculate, analyze, and accurately summarize statistical data and prepare or extract a variety of routine or specialized reports in planning for personnel utilization; implement changes or modifications for manual and computerized systems. *E*

Recommend preliminary salary placements for approval by the Associate Superintendent; issue employment contract. *E*

Interpret collective bargaining contract, policies and procedures as needed; prepare documents as related to hiring process for labor negotiations and disciplinary and grievance hearings before the Governing Board. *E*

Participate in workshops, meetings and other gatherings related to human resources issues; compose correspondence and maintain records. *E*

Train and provide clear direction to staff to ensure comprehension of procedures and processes; provide training on various computer systems and programs. *E*

Determine acceptable units for professional growth and salary advancement and determine salary increases according to established District policies; regularly support professional growth. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources, business administration, computer science or information science, or related field or three years of increasingly responsible human resources, business administration, or computer experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Current policies and procedures related to certificated and classified employment
Methods and processes of statistical analysis and data reporting.
Principles and techniques of recruitment and selection of personnel.
Duties performed in various occupational fields.
Operation of a computer to prepare reports and analyze data.
Interpersonal skills using tact, patience and courtesy.
State of California credential requirements and procedures as related to assigned duties.
Applicable sections of State Education Code and other laws, rules and regulations.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Technical aspects of human resources procedures.
Principles and practices of supervising, training and providing work direction.
District organization, operations, policies, objectives and goals.

ABILITY TO:
Perform complex assignments independently.
Perform a variety of specialized and technical duties and provide technical information and assistance to others.
Work with computer systems and networks.
Train staff in the use of computer hardware and software programs to support professional growth.
Communicate, understand, and follow both oral and written directions effectively.
Understand, utilize and develop reports.
Analyze situations accurately and adopt or recommend effective courses of action.
Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.
Plan and organize work to meet schedules and timelines.
Read, interpret, apply, and ensure compliance with applicable rules, regulations, policies and procedures

     Supervise and evaluate the performance of assigned staff.
     Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
     Design an effective system of reporting progress and monitoring results.
     Focus and appropriately allocate resources toward identified goals
     Negotiate skillfully in difficult situations and create solutions to promote compromise.
     Assist in monitoring and sustaining the financial viability of the district.
     Provide clear expectations and regularly support professional growth.
     Communicate, understand, and follow both oral and written directions effectively.
     Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.
     Analyze situations accurately and timely, and adopt or recommend effective courses of action.
     Communicate using patience and courtesy in a manner that reflects positively on the organization.
     Actively participate in meeting District goals and outcomes
     Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment; fast paced work; constant interruptions; contact with dissatisfied individuals.

PHYSICAL ABILITIES:
With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; sitting for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and analyze data; reaching overhead, above the shoulders and horizontally; bending at the waist to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions