

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CLASSIFIED HUMAN RESOURCES ANALYST**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of specialized and responsible technical and administrative support duties related to the District comprehensive classified personnel function; interpret, communicate and apply extensive knowledge of District policies and procedures; train and provide work direction to assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform specialized and responsible technical duties related to the District classified personnel function including recruitment, examination, certification of applicants, salary placement, new employee processing and other procedures.

Receive employment recommendations; ensure all required documents are submitted and make offers of employment; process new hires and promotions; notify site/department, payroll and benefits of start date.

Prepare annual reasonable assurance notices and send packets to employees; assist with developing employee work year calendars.

Prepare, maintain and generate a variety of comprehensive and confidential personnel records; develop and maintain statistical data related to classified personnel; enter data and generate reports.

Interpret, communicate and apply specialized information related to classified bargaining unit agreement, applicable Education Code sections and personnel rules, regulations, policies and procedures to administrators, classified personnel and the public; assist in the development or revision of rules, regulations and policies.

Train and provide work direction to assigned staff; assign and review the work of others.

Assist with the classification and reclassification of new and existing positions; review, revise and create job descriptions.

Analyze and evaluate personnel requests from various sites; review documents for accuracy, legality and adherence to the collective bargaining agreement; coordinate corrections with site administrators and forward requests to the Coordinator for approval.

Compose and prepare a variety of materials including correspondence, personnel actions, reports, contracts, forms, notices, memoranda, separation and other documents independently or from oral instructions; prepare regular Board agenda items; prepare and maintain a variety of lists as required.

Assist with determining seniority according to established guidelines; maintain accurate seniority lists; prepare related documents; offer reinstatement to affected personnel according to Education Code and collective bargaining agreement guidelines.

Create, prepare, schedule, conduct, score and record examinations; notify examinees of results; certify applicants; maintain appropriate test database.

Analyze and determine salary placements for employees changing positions in accordance with the collective bargaining agreement; prepare related documentation.

Participate on the CSEA collective bargaining team; schedule meetings, take notes and assist with preparing documents.

Assist with preparing Board agenda items and preparing and maintaining a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; serve as liaison with the County School Unemployment section.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Board policies, Education Code provisions and other laws, codes and regulations related to classified personnel.

Personnel department organization, policies, rules, practices and procedures.

Bargaining agreements and union contracts.

EEO and Affirmative Action recruitment, selection and testing requirements.

Job analysis, classification and salary administration.

Technical aspects of test creation, classification studies and salary surveys.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Perform a variety of specialized and responsible technical and administrative support duties related to the District comprehensive classified personnel function.

Prepare, maintain and generate a variety of comprehensive and confidential personnel records.

Interpret, communicate and apply specialized information related to classified bargaining unit agreements.

Analyze and evaluate personnel requests from various sites.

Determine seniority according to established guidelines.

Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Maintain records and files.  
Prepare comprehensive narrative and statistical reports.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school supplemented by college-level coursework in business administration, human resources or related field. An Associate's degree or higher is preferred.

Experience: Two years increasingly responsible human resources experience in a public agency.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.