



JOB DESCRIPTION

Human Resources Analyst – Confidential

Reports to:	Assistant Superintendent of Human Resources	Employment Group / Salary Range:	Confidential
Dept:	Human Resources	FLSA:	Non-exempt
Annual Work Days:	261	Formal Review Date: Board Approval Date:	10/16/23 11/06/23

PRIMARY FUNCTIONS

Under general supervision, performs specialized technical tasks to assist the Human Resources Department with the administration of the District's benefits plans, workers' compensation, recruitment and selection and/or employee relations programs; performs research/analysis to develop information used in labor negotiations; provides lead work direction to staff; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Administers the District's workers' compensation plan covering work-related injuries; provides required claim forms and referrals of injured workers to designated providers for evaluation and treatment; authorizes initial treatment; acts as liaison between the District and program administrators, medical providers and employees.
- Monitors and approves workers' compensation leave usage; interacts with employees and their managers to coordinate employee returns to work, coordinates work restrictions and facilitates discussions related to accommodations and modified duties.
- Monitors and approves non industrial leave usage; interacts with employees and their managers to coordinate employee returns to work, coordinates work restrictions and facilitates discussions related to accommodations and modified duties.
- Processes and facilitates student accident reports and student insurance renewals.
- Processes and facilitates certificate of insurance requests.
- Provides support for the District's collective bargaining process; researches and collects data and information, makes recommendations on District proposals, and provides input to contract language; may participate in bargaining meetings.
- Provides support for recruitment, testing and selection processes and conducts classification studies and desk audits.
- Conducts research and prepares proposals/input for the collective bargaining process.
- Processes and monitors employee leave, including but not limited to: family medical leave, jury duty,

bereavement, disability requests, and catastrophic leave; communicates with supervisors and managers regarding absences.

- Provides absence management reports to site and department supervisors to assist with monitoring employee absences.

OTHER DUTIES

- Recommends, implements and revises policies, procedures and operational guidelines to improve and/or clarify processes.
- Reviews, revises and maintains leave summary reports.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an associate degree program and two years of progressively responsible experience in human resources or risk management; or an equivalent combination of training and experience. A bachelor's degree is preferred and may be required to advance to higher levels in the class series.

Licenses, Certificates and Other Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- General principles and practices of employee and labor relations including contract administration.
- General principles, practices and methods of administrative, organizational and management analysis.
- Federal, state and local laws and regulations governing human resources and the administration of pre- and post-tax benefits plans and maintenance of plan and employee records.
- Methods and practices of medical claims processing and maintenance of claims files and records.
- Basic labor relations principles and practices, including negotiations and collective bargaining agreements.
- Principles and practices of sound business communication and proper English usage.
- Basic research methods and analysis techniques.
- Safety policies and safe work practices applicable to the work being performed.
- Functions and operation of the District's human resources information databases and systems.

Skills and Abilities to:

- Understand, interpret, explain, apply and ensure compliance with complex leaves, regulations, contract provisions, policies and procedures.
- Understand, interpret, explain and apply provisions of workers' compensation laws and administer the program.
- Analyze complex human resources and benefits issues and problems, evaluate alternatives and make appropriate claims and eligibility decisions and recommendations in accordance with established policies and procedures.
- Make calculations/accounting tabulations and accurately review and process fiscal and claims-related documents.
- Accurately maintain employee sick leave deductions in human resources and financial systems.
- Set priorities and exercise sound judgment within areas of responsibility.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed