

PERSONNEL ANALYST**DEFINITION:**

Under supervision of the administrator(s) for the Human Resources Department, performs independent, complex analytical tasks to assist in the smooth and efficient operation of the Human Resources Department related to position classification, credentialing, compensation, recruitment and staffing and other duties related to certificated and classified personnel functions; Assists with administration of labor agreements and laws, board policies and administrative regulations; coordinates the work of others, and performs related work as required.

QUALIFICATIONS:**Knowledge of:**

- Methods and practices of statistical analysis and data reporting
- Principles of public school human resource operations including recruitment, salary administration, credential, licensing, and certification
- School district organization and procedures including board policies and applicable State Education code, rules and regulations related to assigned tasks
- Paperless electronic filing and data collection systems
- Computer based software programs that support this level of work, including but not limited to spreadsheets, data base, and word processing.
- Bargaining unit contracts
- Interpersonal skills using tact, patience, and courtesy
- Research methods, report writing and recordkeeping techniques
- Modern office practices, procedures and equipment use

Ability to:

- Analyze and compile human resources data and prepare related reports
- Perform technical work requiring the exercise of judgment in applying policies and regulations pertinent to the position
- Perform a variety of technical duties involving position control and related budget analyses
- Prepare and process financial, statistical, and accounting reports, documents, records and materials
- Communicate both orally and in writing in a clear, concise manner
- Plan, prioritize, and organize work to meet schedules and timelines
- Work independently and make sound decisions with minimum supervision
- Maintain accurate human resources records and files
- Learn, interpret, apply, and explain rules, regulations, laws, policies and procedures
- Make sound decisions necessary in the function of the position
- Establish and maintain cooperative and effective working relationships
- Work confidentially with discretion
- Learn and maintain proficiency on computers and related equipment and software
- Understand and carry out oral and written directions

Experience and Education

- Minimum of two years of progressively responsible human resources experience in a school district or government agency
- Bachelor's degree in human resources, public administration or business is preferred
- A combination of education and related experience may be used applied

DISTINGUISHING CHARACTERISTICS:

Incumbents of positions in this class work with independence and exercise sound judgment in applying policies and rules. This is a specialty classification performing technical and complex analytical tasks that support the human resources department.

ESSENTIAL FUNCTIONS:

- Coordinates and performs complex and technical tasks, research and reports related to human resources
- Works closely with the Fiscal Department on position control
- Maintains and audits comprehensive employee records system for employees including personnel action forms, employee contracts, management contracts, pay history, evaluations, promotions, market adjustments, disciplinary documents, and manage records according to State of California record retention schedule.
- Works closely with program managers, directors, and administrators on human resources issues
- Processes personnel actions such as transfers, promotions, retirements, resignations, leaves, and others
- Assists in the calculation and preparation of staffing allocations to identify vacancies
- Maintains tenure and seniority lists and responds to inquiries
- Provides credential knowledge and guidance to district departments and sites including dependent and independent charter schools
- Implements systems to confirm assignments are in line with Commission on Teacher Credentialing requirements.
- Implements communication structures to notify employees of credential expiration dates, credential requirements and processes related paperwork
- Prepares and monitors information related to assignment, credential compliance, and auditing including communication with the County Office of Education, and the Commission on Teacher Credentialing
- Coordinates activities related to salary administration, terms of employment, recruitment, interview, selection and hiring processes
- Recruitment, hiring and onboarding of employees
- Processes, inputs, and tracks all personnel actions such as assignments, transfers, dismissals, and promotions of certificated personnel
- Assists with the coordination of staffing at schools and departments including layoff, surplus and transfer processes
- Communicates with managers regarding position requirements, recommends appropriate classifications, compensation, screens applications and answers inquiries regarding job openings
- Assists with determination of units or longevity needed for salary advancement and processes salary changes
- Maintain record of college units earned for proper placement on the salary schedule
- Monitors and administers the district's performance evaluation system
- Develops spreadsheets used for projections and analysis and in the preparation of various human resource functions
- Assists with the implementation and maintenance of on-line management information systems in personnel operations
- Maintains a comprehensive electronic employee information database and employee files to ensure compliance
- Advise, interpret, train and orient department and district personnel on appropriate procedures and process related to department operations and bargaining unit contract issues
- Prepares various reports as required by local, state and/or federal agencies; assures compliance with reporting requirements
- Assembles confidential and sensitive information
- By keeping abreast with current human resources laws, provides technical assistance and training to ensure correct application of appropriate regulations, laws, and guidelines and appropriate use and understanding of district forms and reports
- Provide excellent customer service by establishing positive relationships with all district departments, applicants, district employees and representatives from outside organizations
- Performs related duties as assigned

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.