

Birmingham Community Charter High School

Human Resources Analyst

(Confidential)

Title: Human Resources Analyst – Confidential
FLSA Status: Non-Exempt
Reports to: Human Resources Director
Supervises: N/A
Basis: A

DEFINITION:

Under the direction of the Human Resources Director, coordinate and participate in the daily operations for certificated and classified personnel; independently perform a variety of professional, technical and analytical human resource functions in the areas of recruitment, selection and retention; utilize independent judgment to provide technical assistance to staff and the public; participate in the preparation, maintenance and updating of a variety of manual and automated personnel data, reports and files as well as maintain confidentiality of privileged and sensitive information; provide staff support to the Director of Human Resources.

ESSENTIAL FUNCTIONS:

- Coordinate and oversee the daily operations of the human resources function including recruitment, classification and salary administration
- Oversee the recruitment process; establish recruitment timelines, advertise and prepare job announcements; screen applications, verify credential requirements, schedule interviews, verify eligibility and background information of applicants, inform candidates of results of final interview and offer positions
- Process new hires; prepare and explain employee paperwork including employee benefits, procedures and requirements; distribute, collect and process onboarding forms and applications; arrange and follow-up for clearance on fingerprints, TB assessments, examinations, and other employment matters
- Analyze teachers' credentials for appropriate match with current assignments; assure compliance with regulations related to California credentials
- Coordinate the health and welfare benefit program for personnel including health, dental, vision, life, disability, retirement, unemployment insurance, employee assistance, flexible spending accounts, deferred compensation and retirement
- Coordinate and monitor mandated trainings for staff, including following up with employees who are not completing trainings by established deadlines
- Coordinate the process of vetting independent contractors, vendors, volunteers, and student workers, including monitoring compliance with requirements and communicating vendor status with applicable school staff
- Regularly update and ensure the accuracy of all human resources documents required by LAUSD as part of their oversight role
- Calculate salary changes; receive and evaluate transcripts for salary placement; update salary records according to advancement requirements
- Provide support to the Human Resources Director and the School's bargaining team in negotiations with certificated and classified unions, including but not limited to the preparation, evaluation, and revision of bargaining proposals and counterproposals
- Establish, audit and maintain a variety of personnel files and records with discretion according to established procedures, policies, rules and regulations; process and update records and files with new hires, transfers, promotions, terminations, salary increases, evaluations and other employee information
- Provide detailed and technical information on policies and regulations to current and potential employees; assist employees with questions or problems; answer inquiries concerning hiring procedure, salary and benefit questions and other personnel issues

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- Assist in the development of human resources policies, standards and procedures to enhance departmental efficiency; develop forms and documents to meet departmental needs; research a variety of personnel information and requirements as needed
- Provide evaluation forms to administrators; notify of due dates; monitor receipt of evaluations; send reminder notices on late evaluations
- Support the Director of Human Resources in the composition of letters regarding employment or other personnel matters including termination, layoff, reasonable assurance, leaves, and vacation
- Update assigned databases and oversee updates on personnel records
- Assist with salary studies; compile information; provide information for other organizations who request information for studies and surveys
- Maintain confidential files and records relating to personnel transactions, grievances, disciplinary actions, contract administration and negotiations
- Maintain a variety of personnel records including seniority lists, employee rosters and re-employment lists; compile reports for federal, local and private agencies
- Research, compile and provide analysis for reports and special projects
- Prepare and distribute correspondence and informational materials as directed
- Perform related duties as assigned

KNOWLEDGE OF:

- HR database(s), performing data imports and extracts used for reporting
- Principles and practices of public personnel administration including recruitment, selection, and salary administration
- Applicable laws, codes, rules, regulations, policies and procedures affecting classified and certificated personnel
- Applicable sections of the State Education Code
- State Credentialing for certificated staff
- Operation of a computer and assigned software
- Modern office procedures and record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Telephone techniques and etiquette
- Research techniques and methods
- Interpersonal skills using tact, patience and courtesy
- Organizational operations, policies and objectives

ABILITY TO:

- Serve as a technical resource to employees regarding personnel functions, activities and requirements
- Analyze applications and determine applicants' qualifications via online applicant tracking system
- Perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of classified personnel according to legal guidelines
- Process new personnel and conduct employee orientations as assigned
- Establish and maintain manual and automated employee records and files
- Compile and verify data and prepare reports
- Perform mathematical calculations accurately
- High attention to detail
- Effectively utilize word processing, spreadsheets, databases, Internet and E-mail software
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness
- Operate standard office equipment including a computer and assigned software
- Meet schedules and time lines
- Apply, explain, and enforce rules, regulations, policies and procedures

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- Analyze situations accurately and adopt an effective course of action
- Perform filing, typing, duplicating and maintaining records
- Work confidentially with discretion
- Work independently with little direction

EDUCATION:

Any combination equivalent to: graduation from high school supplemented by college-level course work or work experience in business administration, human resources, or a related field. Bachelor's degree in human resources management or business administration highly preferred.

EXPERIENCE:

Four years of increasingly responsible experience working in human resources involving the recruitment, screening and selection process of new employees. Intermediate skill level in Microsoft Office Suite including Excel, Word, PowerPoint and Outlook. Experience working with HR databases to run queries, test and validate errors. Experience working in school district human resources is preferred.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials. Perform light physical exertion. Lift and carry 25 pounds.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date