

CLASSIFIED JOB DESCRIPTION

HUMAN RESOURCES ANALYST (SUBSTITUTE DESK)

JOB SUMMARY:

Under general supervision, performs a wide variety of complex analytical clerical duties, of a confidential nature, including human resources technology, and payroll, and performs related work as required involving cross-training within the Human Resources Department.

ESSENTIAL JOB FUNCTIONS:

- Provides technical support between multiple human resources information systems (HRIS) for the purpose of meeting department and Payroll needs.
- Audits, verifies, and reconciles substitute hours/assignments in conjunction with Payroll.
- Serves as liaison between Human Resources, Payroll, Budget, and the San Diego County Office of Education.
- Serves as a technical and analytical resource to the Assistant Superintendent of Human Resources and Senior Director of Human Resources.
- Responds to inquiries, provides information regarding Human Resources and Payroll issues.
- Inputs data into HRIS systems and generates various database reports.
- Compiles technical data and information for Human Resources and Payroll reports.
- Effectively ensure administration and troubleshooting with the FrontLine System.
- Assist and provide training to substitutes, employees and supervisors in the utilization of the FrontLine System.
- Assist public, employees and substitutes in matters related to Human Resources and employment.
- Compile, monitor and maintain substitute employee records (CPR/FA, DOJ fingerprint clearance, food handler's permit, NIS, TB clearance, and teaching credentials) utilizing various computer programs.
- Compile and verify monthly substitutes' assignments via FrontLine records to generate accurate compensation reports for payroll.
- Distribute reasonable assurance letters to substitutes.
- Track and monitor substitutes' assignments to maintain compliance with various Education Codes, regulations, and contracts.
- Monitor and maintain daily allowances for substitute requests on the Substitute Availability Calendar.
- Prepare FrontLine brochures/directories/user guides for administrators, employees and substitutes.
- Update and maintain contracted employee data, such as, personal contact information, daily schedules and position assignments in the FrontLine System.
- Provide support to the Assistant Superintendent/Director of Human Resources.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful full-time analytical and clerical experience at the level of Human Resources IV or equivalent.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; type or keyboard at a net corrected speed of 45 net words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships.
- Knowledge of modern office procedures, methods, and practices; appropriate English usage, spelling, grammar, punctuation, and mathematical processes; standard office machines, equipment, and personal computer appliances
- High school diploma or GED required. Bachelor's degree in Public Administration, human resources, information technology, or related field, or equivalent combination of education and experience highly desirable.

Classified Salary Schedule: Range 36

BOARD APPROVED: 4/19/23

REVISION DATES: 7/16/23

08/09/2023