



Job Description

POSITION TITLE:	Human Resources Senior Analyst Human Resources Business Services	# 2230
SALARY PLACEMENT:	Classified/Confidential Supervisory Salary Schedule Range 6	

SUMMARY OF POSITION:

Under general direction of the Chief Human Resources Officer, or administrative designee, performs a wide variety of complex and responsible duties related to the day-to-day human resources functions, including recruitment, selection, employment compensation, and employee/employer relations of certificated and classified employees; assign, direct and monitor the work of others. Does related work as required. Serves as a lead in the Human Resources Department to other classified staff. This is a classified confidential position.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

High school diploma or equivalent of the completion of the twelfth grade, plus four years of advanced personnel training or business/computer courses obtained through a college or vocational school. Experience of a closely related nature may be substituted. Four years of varied and progressively responsible clerical experience at an administrative level. Experience working in a school district or county office of education. Experience in business procedures and applications.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess a Bachelor's Degree in Human Resources, Business Administration, or a related field. Advanced computer skills, including knowledge of Microsoft Suite, Google Suite, Escape Systems, electronic email and calendars, Quick fields, Laserfiche and FileMaker Pro.

Knowledge of:

- principles, methods, and practices related to personnel procedures
- Federal and State laws, California Education Code, departmental policies, and procedures
- basic office methods, practices, and procedures, including filing systems
- letter and report writing
- assigned software
- proper English usage, spelling, grammar, and punctuation

Ability to:

- operate a computer
- understand and apply principles, techniques, and procedures required for effective job performance
- interpret, explain, and apply personnel policies, laws, rules, and regulations
- analyze situations accurately and adopt an effective course of action
- respond promptly to requests of internal and external clients
- provide needed information, assistance, training, materials, and resources
- plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files

- perform duties requiring independent judgment and initiative under the stress of strict deadlines
- perform mathematical calculations with speed and accuracy
- communicate clearly and concisely both orally and in written form
- establish and maintain cooperative-working relationships with those contacted during performance of job duties
- maintain and improve professional skills and knowledge
- be flexible and receptive to change
- cross train in other areas

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Perform a wide variety of complex and responsible duties related to the day-to-day human resources functions including recruitment, selection, employment, compensation, and employee/employer relations of certificated and classified employees.
2. Prepare employee notifications, as necessary.
3. Explain the policies and procedures, collective bargaining contracts and agreements and other rules, laws, contracts or procedures to applicants, candidates, employees, and others.
4. Provide technical and clerical support for the Human Resources leadership team and staff; coordinate flow of communications; draft correspondence and other material as requested.
5. Make routine decisions.
6. Maintain strict confidentiality on all job-related matters.
7. Gather, review, and compile information and prepare accurate and comprehensive reports and surveys with deadlines as assigned.
8. Maintain records and prepare notices and documents in connection with contracts, assignments, tenure, resignations, leaves, layoffs including Human Resources Authorizations (HRA's)
9. Prepare correspondence independently on matters not requiring personal attention of management.
10. Prepare a variety of communicative subject matter that may include privileged and highly sensitive material.
11. Plan, develop, and implement office procedures.
12. May assist in the transcription of investigative interviews.
13. May assist with the preparation and collection of collective bargaining information needed for negotiations.
14. Attend to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment, and confidentiality.
15. Attend work-related conferences and seminars.
16. Make mathematical calculations with speed and accuracy.
17. Assist with data collection, correspondence and tracking of all SJCOE employees involved in the interactive process.
18. May assist with employment verification.
19. Track and monitor SJCOE employee evaluations.
20. Prepare all travel and conference requests for Human Resources management and staff.
21. May serve as additional support to the Chief Human Resources Officer and/or administrative designee.
22. Assist with the maintenance of critical information as it relates to the 39-month re-employment process.
23. Assist with the preparation and set-up of large events on behalf of SJCOE.
24. Develop and oversee a systematic approach for investigative files maintained in Human Resources.
25. Assist in conducting surveys; compile information and prepare human resources-related reports.
26. Lead, implement, develop, and train HR support staff, when necessary.
29. Lead a variety of complex and professional HR functions, such as monthly audits to verify data entry and accuracy of systems.
30. Ensure separation and termination procedures are followed.
31. Conduct classification studies.
32. Establish and maintain cooperative and effective working relationships with employees and the general public.
33. Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff and the public.

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