



## Job Description

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**POSITION TITLE:** Human Resources Analyst #2495  
Human Resources  
Business Services

**SALARY PLACEMENT:** Classified/Confidential Supervisory Salary Schedule  
Range 4

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### **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, budgetary duties, recruitment, selection, employment compensation, and employee/employer relations of certificated and classified employees; assign, direct and monitor the work of administrative staff; has extensive dealings with the public and school district personnel. Serves as a lead in the Human Resources Department to other classified staff. Does related work as required.

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

High school diploma or equivalent of the completion of the twelfth grade, plus three 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. Three 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:**

Advanced computer skills, including knowledge of Microsoft Suite, Informed K-12, Laserfiche, Google Suite, Escape Systems, electronic email and calendars, 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
- public relation.
- letter and report writing
- standard office machines including computers
- proper English usage, spelling, grammar, and punctuation

#### Ability to:

- 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 customers
- 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

### **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. Maintain lists such as re-employment, disciplinary action, and position vacancy.
3. Prepare employee notifications, as necessary.
4. Explain the policies and procedures, collective bargaining contracts and agreements and other rules, laws, contracts or procedures to applicants, candidates, employees, and others.
5. Provide support for Human Resources Management team; coordinate flow of communications; draft correspondence and other material as requested.
6. Make routine decisions.
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 the Human Resources Management team.
10. Prepare a variety of communicative subject matter that may include privileged and highly sensitive material.
11. Plan, develop, and implement office procedures.
12. Transcribe handwritten notes, type letters, memoranda, and reports as assigned.
13. Attend to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality.
14. Attend work-related conferences and seminars.
15. Assist in coordinating HR events.
16. May assist with employment verification.
17. Coordinate and facilitate program meetings, as necessary.
18. Perform highly specialized accounting and budgetary functions.
19. May supervise and train administrative support staff.
20. Provide administrative, technical and clerical support to department management personnel.
21. Establish and maintain cooperative and effective working relationships with employees and the general public.
22. Receive applications for prospective candidates to fill vacant positions; review applications to identify candidates who meet minimum qualifications.
23. Prepare packets of applicant information for interview panel members; notify applicant of interview date and time and results; participate in interview sessions as directed.
24. Establish and maintain a variety of human resources files and records with discretion according to established procedures, policies, rules, and regulations; maintain job recruitment folders, applicant forms and test information; prepare notices of employment and change of status for payroll action.
25. Assist personnel, applicants, districts and the public and provides a variety of information related to the human resources function; research rules and regulations related to human resources policies and guidelines.
26. Operate a variety of standard office equipment, such as a personal computer and applicable human resources and payroll software, telephone, fax machine and copier.
27. Assist employees in completing hiring forms and conduct the employee hiring orientation.

28. Schedule and monitor pre-employment processes including, but not limited to, fingerprinting, TB verification and I-9.
29. Train assigned personnel, as needed.
30. Establish and maintain confidentiality in performing job duties and secure confidential information.
31. Establish and maintain cooperative and effective working relationships with employees and the general public.
32. Perform other 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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