MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Human Resources Analyst (Confidential)
REPORTS TO:	Assistant Director of Human Resources
DEPARTMENT:	Human Resources
CLASSIFICATION:	Classified
SALARY:	Range 560
BOARD APPROVED:	**January 13, 2020**

SUMMARY DEFINITION: Under general supervision this position performs complex and comprehensive confidential technical and analytical duties related to Classified aspects of department functions and responsibilities as assigned; monitors state and federal requirements as they relate to human resources functions; performs a variety of technical work for major personnel functions including computer report preparation for bargaining units and associations, provides information and participates in the collective bargaining process as needed.

EXAMPLES OF DUTIES (to include, but not limited to)**:**

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

1. Performs complex and comprehensive confidential technical and analytical duties; performs a variety of technical work for major personnel functions including computer report preparation and special project assignment. **E**
2. Maintains on-going communication with and responds to inquiries from employees and the public regarding District employment and/or benefit programs. **E**
3. Researches, organizes, calculates, maintains and controls information and data required by agencies and the District in accordance with District guidelines and State and Federal laws; reviews and processes human resources forms to assure accuracy, appropriateness and effectiveness within budget requirements. **E**
4. Performs and oversees all onboarding activities for the Classified including new employee hiring, on boarding, and orientation.

5. Assists with the administration of the District health and welfare (i.e., Leaves of Absences, FMLA, CFRA) differential pay, retirement, and other assigned programs, including notifications to employees and eligible participants. **E**
6. Monitors accuracy of employee salary schedule placement including annual increments. **E**
7. Organizes and prepares clear, concise and accurate complex, technical and general written communications, memos, reports, or other correspondence independently, from rough draft or original; prepares Board Docket agenda items from oral or written instructions. **E**
8. Reviews and analyzes position descriptions; maintains and updates District job descriptions, recruitment materials and brochures, job postings, Web page advertisements, various forms, mandated cost reimbursement information, and other items as directed. **E**
9. Research and compile complex information, compute statistical data and complete reports for District. Federal, State or other agencies as required. **E**
10. Assists with layoff procedures and follows layoff and recall processes in accordance with District policy, bargaining unit agreements, and Education Code. **E**
11. Attends a variety of meetings; prepare and mail notices; collect and compile information; record proceedings; prepare and distribute minutes or reports. **E**
12. Prepares and revises employee contracts or personnel action forms
13. Maintain Classified seniority lists
14. Performs additional duties assigned by the Executive Director or Assistant Director of Human Resources.
15. Performs those duties and responsibilities, including supervisory and advisory duties, as maybe prescribed by the Assistant Director or Executive Director of Human Resources.

DESIRABLE QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and four years of progressively responsible clerical experience, personnel analyst or similar position. Prefer knowledge of California laws and procedures as related to K-12 education, knowledge of or experience working in public education, and knowledge of

practices and procedures for human resources in the public sector. One-year experience in human resources and/or benefits administration, accounting, finance or equivalent combination of education and/or experience. College-level coursework in human resources, public/business administration or closely related field, and/or ACSA certification desirable.

KNOWLEDGE OF:

- Current office methods and practices including filing systems, word processing, data entry, letter and report writing.
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Computers, computer software, and data entry techniques.
- Laws, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- Accurate record-keeping techniques.
- Intermediate oral and written communication skills.
- Pertinent Federal & State laws, rules and regulations pertaining to human resources and labor relations.
- General principles and practices of human resource management.
- Human Resource policy and procedure development and implementation techniques
- Principles of classification, compensation, benefits, recruitment & selection, integrated disability management, training & organizational development.
- Safety issues and principles of risk management.
- Labor & employee relations in both unionized and at- will environments.
- Principles of effective labor negotiations.
- Benefit and leave administration programs.
- Clerical, financial and record keeping practices.

SKILL IN:

- Handling confidential material with discretion
- Establishing and maintaining effective working relationships
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Work in a responsible, independent manner with minimal supervision.
- Work cooperatively and communicate effectively with those contacted in the course of work.
- Understand and carry out complex oral and written instructions.
- Operate common office machines, including a computer and related equipment.

- Perform mathematical computations with speed and accuracy.
- Think critically including identifying problems, analyzing causes, and recommending solutions.
- Perform effectively in busy and distracting environment.
- Organize, coordinate and oversee office activities.
- Establish and maintain cooperative and effective working relationships with others.
- Prioritize and schedule work.
- Work confidentially with discretion.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Prepare written communications independently and accurately.
- Effectively, efficiently and accurately research and provide information as related to the duties of the position.

ENVIRONMENT:

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent timelines; maintains high regard for exemplary customer service.

PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

LICENSES AND CERTIFICATES:

- A valid California driver's license is required

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting and TB testing