Job Description

Marin County Office of Education

Human Resources Analyst

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Human Resources Analyst is done for the purpose/s of supporting other human resources personnel and a variety of human resources functions; developing and drafting annual and bi-annual federal and state reports; assisting with classification and compensation studies, desk audits, and surveys including those of a confidential nature; assisting school district human resources personnel; monitoring and coordinating workers' compensation claims; assisting and monitoring paid/unpaid leaves; monitoring fingerprint clearance and subsequent arrest notifications; processing a variety of applicant, new employee, and promotion data; training and guiding new Human Resources personnel; serving as a Human Resources liaison to other departments and the public; and, preparing and maintaining a variety of manual and electronic documents including data for collective bargaining and other documents of a sensitive and confidential nature.

This Job reports to Assigned Supervisor

Essential Functions

- Assists school district human resources personnel as needed for the purpose of providing guidance and direction relevant to assigned areas of expertise.
- Assists and monitors paid/unpaid leaves (e.g. worker's compensation, FMLA/CFRA, etc.) for the purpose of monitoring status of leaves and ensuring compliance with county, state and federal laws, rules, regulations and MCOE policies.
- Assists with classification and compensation studies, desk audits, and surveys (e.g. review and arrange jobs in occupational hierarchies, analyze positions, assemble data for collective bargaining, etc.) for the purpose of preparing analytical reports and/or recommendations regarding the establishment of new job classifications, revisions of current specifications, salary allocations, and reclassification of positions for administration.
- Develops and drafts annual and bi-annual federal and state reports (e.g. CALPADS, CBEDS, EEO5, etc.) for the purpose of recording and reporting mandated documents and/or reports.
- Maintains confidentiality concerning collective bargaining and personnel related activities for the purpose of supporting highly sensitive work of the organization.
- Monitors fingerprint clearance and subsequent arrest notifications (e.g. employees, volunteers, county-wide substitute teachers, independent contractors, setting up interactive meetings, etc.) for the purpose of maintaining legal compliance with relevant laws and communicating status changes as needed.
- Monitors and coordinates workers' compensation claims for the purpose of analyzing circumstances of claims, injury records, work status reports, and documented injuries.
- Participates in a variety of meetings, workshops, and trainings; may attend interactive meetings, as directed, for the purpose of providing or receiving information required to perform job functions; and/or preparing follow-up correspondence or actions resulting from interactive meeting proceedings.

- Prepares and maintains a variety manual and electronic documents for the purpose of maintaining legally compliant, historical data and records.

- Processes a variety of applicant, new employee, and promotion data (e.g. placement on salary scale, benefits, contracts, onboarding, work confirmations, etc.) for the purpose of ensuring required documents are distributed, returned, and stored; and ensuring employee is in compliance with required credentials.

- Provides informational materials and forms (e.g. job announcements, supplemental applications, other informational items, etc.) for the purpose of posting job openings and providing accurate information for classified management/confidential and certificated job openings and application procedures.

- Serves as a Human Resources liaison to other departments and the public (e.g. payroll, position control, information services, applicants, etc.) for the purpose of ensuring data accuracy/coordination and responding to inquiries.

- Supports other human resources personnel in a variety of topics (e.g. payroll, benefits, general personnel, certificated HR, etc.) for the purpose of ensuring the efficient and effective functioning of Human Resources.

- Supports a variety of human resources functions (e.g. recruitment, screening, interviewing, and processing new personnel, etc.) for the purpose of ensuring these functions follow established procedures.

- Trains and guides new Human Resources personnel for the purpose of providing support and ensuring policies and/or practices are implemented and followed.

- Updates human resources position control information for the purpose of ensuring data is accurate and timely.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the special education.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; communicating effectively orally and in writing; interpreting and applying appropriate laws, codes, rules and regulations accurately; and, being attentive to detail.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: California Education Code and other federal statutes, codes, laws, regulations pertaining to HR administration; job analysis and evaluation methodologies; recordkeeping techniques; and, correct usage of English and grammar.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: working independently and effectively and as part of a team; meeting deadlines and schedules; working with detailed information/data; maintaining accurate, organized records; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required in public school or similar agency.

Education: Community college and/or vocational school degree with study in job-related area.

Education (Preferred): Bachelor's degree from an accredited college or university is preferred.

Equivalency: Additional year-for-year equivalent experience may be substituted for college education; progressively responsible experience in a human resources or school setting may substitute for formal education.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance
Custodian of Records Fingerprint Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date