

## **JOB DESCRIPTION**

### **San Diego County Office of Education**

#### **HUMAN RESOURCES ANALYST - CONFIDENTIAL**

##### **Purpose Statement:**

Under general direction, the Human Resources Analyst - Confidential performs specialized analytical and technical work in support of the San Diego County Office of Education (SDCOE) Human Resources division, including the analysis, reconciliation, and validation of human resources-related data; supports recruitment and selection processes; compiles and analyzes workforce and recruitment data to resolve complex reporting and compliance issues; provides lead guidance and technical expertise to employees; and promotes accuracy and accountability by reviewing, auditing, and improving assigned human resources functions and processes.

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##### **Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

##### **Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

##### **Essential Functions:**

- Compiles and analyzes confidential and highly sensitive human resources, payroll, and benefits data to support senior leadership in collective bargaining and labor relations activities; prepares summary reports and data presentations while ensuring data accuracy and confidentiality.
- Performs a wide range of advanced technical and analytical duties in support of employee payroll, position control, health and welfare benefits, employee leaves, retirement reporting, workers' compensation administration, recruitment, and related human resources programs.
- Interprets, applies, and explains complex policies, procedures, and program requirements to employees and internal stakeholders.
- Collaborates to plan and participate in HR projects and process improvement initiatives across multiple functional areas, including data cleanup efforts, compliance audits, and workflow redesign.
- Evaluates requests for access to assigned human resources systems and grants security roles based on formatted scripts; escalates unusual or complex requests for access for management review; audits existing systems to ensure timely termination of security roles as needed.
- Researches and resolves assigned technical data and system issues and refers more sensitive or complex matters to management and/or Integrated Technology Services in a timely manner.
- Researches, prepares, and routes employee annual contracts; creates underlying calendars using assigned systems; ensures compliance and completion of issued contracts; resolves technical issues with contract systems administration functions.
- Serves as a benefits subject-matter resource and performs benefits administration functions, including enrollment processing; reviews enrollment and related documents for accuracy and

completeness; and transmits information to benefit carriers through electronic or other approved methods.

- Reconciles and audits monthly billings from benefit carriers and providers against payroll and vendor statements; prepares invoices and payment requests for approval in accordance with established timelines and procedures.
- Supports administration of the SDCOE Workers' Compensation program by focusing on data entry and integrity, claims documentation, safety reporting, communication, compliance, and coordination with internal and external partners.
- Supports recruitment activities by screening and analyzing applications for minimum qualifications using an applicant tracking system, responding to applicant inquiries, maintaining accurate records within the applicant tracking system to ensure compliance with merit system rules and equal employment opportunity requirements.
- Coordinates interviews and examinations, including identifying and scheduling interview, examination, and selection panels; compiling and analyzing interview and exam data, generating certifications and eligibility lists; monitoring recruitment timelines; and maintaining recruitment status dashboards to ensure efficient hiring processes.
- Prepares employment offer documentation by verifying candidate eligibility, salary placement, and classification data; generating conditional offer materials; and making job offers to candidates in alignment with established policies, collective bargaining agreements, and compensation guidelines.
- Audits and maintains position control records by reviewing, auditing, and reconciling authorized positions, FTE allocations, and incumbency data within payroll and human resources information systems; analyzes and resolves discrepancies.
- Supports pre-employment compliance by monitoring timelines, assisting with onboarding processes, and maintaining and updating employment-related forms and document libraries.
- Administers Adobe Sign workflows for Human Resources Services, including template development, workflow integration, data management, and process improvements.
- Collaborates with HR leadership regarding workplace accommodations by compiling and analyzing data, identifying leave trends, and providing recommendations to support effective and compliant resolutions.
- Serves as HR point of contact for employee leaves, responds to requests for information regarding leaves, reconciles and audits employee leave data and supporting documentation; determines appropriate corrective actions; and collaborates with HR management on complex or sensitive leave cases.
- Supports assigned retirement reporting functions, including extracting data, performing audits, ensuring compliance, and serves as a liaison with Retirement Reporting Services on SDCOE personnel issues.
- Enters, updates, and verifies payroll-related data in HRIS systems to ensure accuracy of employee records and payroll processing.
- Audits and reports on payroll transactions and serves as a lead resource on complex payroll issues, adjustments, and reconciliations, including serving as a primary point of contact for Internal Business Services.
- Prepares, audits, and submits assigned annual and periodic reports in accordance with established deadlines and regulatory requirements.
- Coordinates compliance activities related to Department of Transportation (DOT) drug testing and Department of Motor Vehicles (DMV) driving record requirements.
- Compiles, analyzes, evaluates, and maintains employee payroll, benefits, leave, retirement, recruitment, and related data within assigned information systems; prepares reports; and verifies the accuracy and integrity of input and output data.
- Plans SDCOE's annual open enrollment process, including development of communications,

preparation and distribution of enrollment materials, coordination with carriers, verification and inputting of rates and codes, calculation of employer/employee costshare analysis, and issuance of confirmation notices to employees, retirees, COBRA participants, and eligible dependents.

- Develops and delivers HR-related presentations, technical guides, templates, training materials, forms, and reference documents for leadership and staff.
- Participates in the implementation, optimization, automation, and ongoing support of assigned human resources information systems and related technology tools.

**Other Functions:**

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

**Job Requirements: Minimum Qualifications:**

**Knowledge and Abilities**

KNOWLEDGE OF:

Principles, practices, and procedures of human resources administration within a merit-system environment;

Federal, state, and local laws, codes, and regulations applicable to human resources, including those related to payroll, employee benefits, leaves of absence, retirement systems, workers' compensation, collective bargaining, and employee records;

Public-sector payroll systems, benefits administration, retirement reporting requirements, and leave tracking processes;

Recruitment practices in a public sector agency

Methods and techniques for auditing, reconciling, validating, and analyzing complex data sets to ensure accuracy, compliance, and internal controls;

Spreadsheet programs

Collective bargaining processes and the use of confidential data to support labor negotiations and management decision-making;

Human resources information systems (HRIS), payroll systems, electronic document management tools, and workflow automation platforms (e.g., electronic signature systems);

Records management practices, data privacy standards, and confidentiality requirements applicable to personnel and labor relations data;

Business communication principles, including preparation of technical reports, summaries, presentations, and written guidance for varied audiences;

Statistical concepts, trend analysis, and reporting methodologies used to support organizational planning and compliance;

Good customer service principles and practices in a human resources setting.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Utilize assigned spreadsheets to manage, analyze, and reconcile data;

Analyze, interpret, and reconcile complex and confidential human resources, payroll, benefits, and labor-relations data with a high degree of accuracy and attention to detail using spreadsheet programs;

Interpret and apply laws, policies, procedures, and collective bargaining agreements;

Explain information clearly to employees, leadership, and stakeholders;

Prepare clear, accurate, and well-organized reports, analyses, and presentations for senior leadership, including data used in collective bargaining;  
 Identify discrepancies, assess risk, and recommend appropriate corrective actions or process improvements;  
 Maintain strict confidentiality and exercise sound judgment when handling sensitive employee and labor-relations information;  
 Audit the work of others and assigned processes to ensure compliance with established standards and timelines;  
 Communicate effectively, both orally and in writing, with employees, management, vendors, carriers, and external agencies;  
 Collaborate effectively with cross-functional teams, including Human Resources, Business Services, Retirement Reporting, senior leadership, and external partners;  
 Adapt to changes in laws, regulations, systems, and organizational priorities.

**Working Environment:**

**ENVIRONMENT:**

Duties are typically performed in an office setting.  
 May be designated in an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:**

Education: Bachelor's degree in human resources, business administration or related field; and

Experience: Three (3) years of progressively responsible experience working in a human resources department in a public agency. Experience must include working in one of the following areas: recruitment, HR operations, benefits and/or workers' compensation. Experience must include serving clients with a high level of interpersonal contact and using independent judgment; or

Equivalency: A combination of education and/or experience equivalent to a bachelor's degree in human resources, business administration or related field and three (3) years of progressively responsible experience working in a human resources department in a public agency. Experience must include working in one of the following areas: recruitment, HR operations, benefits and/or workers' compensation. Experience must include serving clients with a high level of interpersonal contact and using independent judgment.

Required Testing

N/A

Certificates, Licenses, Credentials

N/A

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance  
 Physical Exam including drug screen  
 Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Confidential Support, Grade 058

**Personnel Commission Approved: March 18, 2026**