

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: PERSONNEL ANALYST (CLASSIFIED CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Director of Human Resources, perform technical and specialized functions in support of the Human Resources Department; support teacher credentials, health benefits, unemployment claims, workers compensation claims, facilitate new projects in Human Resources, support with the tracking of Leave of Absences, and process certificated, classified, and substitute employees and applications; maintain the confidentiality of sensitive and privileged information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Review classified and certificated applications, send correspondence to applicants; update job advertisement pages and websites; compile and distribute testing materials; conduct testing of applicants in accordance with established guidelines, policies, and procedures; inform applicants of hiring status as appropriate; assist in the planning, organization and conducting of new personnel orientation.

Assists in the planning, organization, development, and maintenance of a comprehensive personnel management storage and retrieval system.

Assists with the processing and tracking of credentials.

Process university transcripts for salary movement; process personnel action forms and submit for authorization; update certificated offers of employment and notify employees of salary movement in accordance with applicable rules and regulations.

Greet visitors, explain the fingerprinting process, distribute appropriate paperwork, and assist applicants with completing required forms and applications.

Prepare and distribute announcements for job openings; place advertisements in various media; review applications for minimum qualifications and completeness; verify background information; notify candidates of testing and interviewing activities; compile and prepare interview packets.

Create, prepare, schedule, proctor, score, and record examinations; notify examinees of results; certify applicants; maintain appropriate test database.

Create and conduct training sessions and workshops on policies and procedures for staff. Prepare instructional materials related to Human Resources procedures as assigned.

Process employment verifications for loan forgiveness, bank loans, and employment purposes; review years of employment and job titles for employee data.

Perform systems operations and monitoring of absences as assigned by the position; contact substitute employees to assure appropriate staffing levels; register new substitutes and generate profiles into automated system; support substitute staff development; screen employment applications.

Serve as an informational resource to employees, job applicants and the general public; respond to inquiries and provide information regarding job openings and personnel functions, policies, and procedures; distribute and assist applicants with completing required forms and applications.

Serve as a liaison between ROP and the County Office of Education concerning Human Resources activities. Input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; assure the accuracy of input and output data.

Establish and maintain a variety of personnel files and records according to established policies and procedures, update records and files with employee information, job location, job assignment, salary range, step, and classification.

Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda, and other materials.

Provide as directed, clerical support of all aspects of the Teacher Induction Program (TIP).

Provide competent assistance in the planning, organization, and implementation of Open Enrollment for employee Health Benefits. Process new employee Health Benefits.

Provide administrative and clerical support to the Manager of Human Resources, including calendar support, conference registrations and trainings, and other duties as assigned.

Perform a variety of clerical duties related to assigned activities such as answering phones, verifying employment, greeting visitors, and duplicating materials as assigned.

Facilitate employee checkouts.

Assist with necessary federal and state reporting.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices, and procedures.
Practices and procedures related to classified and certificated personnel
Applicable laws, codes, regulations, policies, and procedures.
Live Scan fingerprinting methods, techniques, and regulations.
Operations, policies, and objectives relating to human resources activities.
Record-keeping and report preparation techniques.
Oral and written Communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.
Data entry and retrieval techniques.
Mathematical computations.

ABILITY TO:

Perform a variety of technical duties in support of human resources operations and activities.
Participate in the recruitment, screening and processing of new personnel.
Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures.
Prepare and maintain a variety of manual and automated personnel files, records and reports.
Prepare and maintain a variety of manual and automated personnel files, records, and reports.
Prepare announcements for job openings and place advertisements.
Learn organizational operations, policies, and objectives.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Distribute, screen, and process employment applications and other personnel-related documents.
Maintain confidentiality of sensitive and privileged information.
Work confidentially with discretion.
Compose correspondence and written materials independently.
Type or input data at an acceptable rate of speed.
Understand and follow oral and written instructions.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedule and timelines.
Complete work with many interruptions.
Determine appropriate action with clearly defined guidelines.
Make mathematical computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Required: Bachelor's degree in Human Resources, Business Administration, , or closely related field and 3 years of human resources experience, preferably in a School District. An additional 8 years of experience in Human Resources, Business Administration, or a closely related field may be counted in lieu of a bachelor's degree.

Employees who were hired before June 30, 2023, will be grandfathered into their current position regardless of changes made to their job qualifications. This means that any changes to the job qualifications of an employee hired prior to June 30, 2023, will not result in a loss of employment, demotion, or reduction in pay or benefits. This provision does not apply if the employee is promoted or applies for a new position within the organization. Employees hired on or after July 1, 2023, will be subject to the changes made to the job descriptions that are effective on July 1, 2023.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling, or crouching to file materials.