CLASSIFIED JOB DESCRIPTION

HUMAN RESOURCES ANALYST – LEAD (SUBSTITUTE DESK)

JOB SUMMARY:

Under general supervision, performs a wide variety of complex and specialized clerical, technical, and analytical duties utilizing human resources technology systems in support of the District's LEAD Program. Responsible for administration of the District's absence management system, maintenance of employee records, preparation of payroll-related reports, compliance monitoring, data analysis, and technical support for LEAD Program instructors, employees, and supervisors. Performs related work as required involving cross-training within the Human Resources Department.

ESSENTIAL JOB FUNCTIONS:

- Effectively administer and troubleshoot the District's absence management system (Frontline).
- Create, maintain, and update accounts within the absence management system.
- Review, verify, correct, and reconcile absences, assignments, and schedules entered into the absence management system.
- Audit absence management system data to ensure accuracy, completeness, and compliance with District policies and procedures.
- Compile, verify, and reconcile assignment data from Frontline records to generate accurate payroll reports for Payroll processing.
- Research, identify, and resolve discrepancies between absence management system records, payroll records, and PAFs.
- Develop, compile, analyze, and distribute reports as requested by Assistant Superintendent of HR or Directors of HR, Payroll, Director of LEAD and other District departments.
- Assist and provide training to employees in the utilization of the absence management system.
- Serve as a technical resource regarding absence reporting procedures, payroll reporting, and system functionality.
- Compile, monitor, and maintain employee records, including CPR/First Aid certifications, DOJ fingerprint clearances, TB clearances, food handler permits, mandated trainings, and other required employment documentation utilizing various computer programs.
- Monitor and maintain employee schedule position assignment, and work location information within Frontline.
- Assist with the collection, compilation, analysis, and reporting of data associated with LEAD Program requirements.

- Provide support to the Assistant Superintendent of HR, Director of Human Resources, and Director of LEAD.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful full-time analytical and clerical experience at the level of Human Resources IV or equivalent.

- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; type or keyboard at a net corrected speed of 45 net words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

- Knowledge of modern office procedures, methods, and practices; appropriate English usage, spelling, grammar, punctuation, and mathematical processes; standard office machines, equipment, and personal computer appliances

- Graduation from high school or equivalent. Bachelor's degree in Public Administration, human resources, information technology, or related field, or equivalent combination of education and experience highly desirable.

Classified Salary Schedule: *Range 36*
BOARD APPROVED: *10/14/26*