Enterprise School District
Job Description

Job Title:	Human Resources Analyst (Confidential)
Department:	Human Resources
Reports To:	Director of Human Resources or designee
Range:	As identified on the Salary Schedule
Prepared By:	Human Resources
Prepared Date:	October 13, 2026
Approved By:	Board of Education
Approved Date:	November 4, 2026

SUMMARY: Under the direction of the Director of Human Resources or designee, responsible for planning, organizing, and assisting the human resource department with recruitment, selection, assignment, credential monitoring, leave management, employee performance, collective bargaining contract administration, and other related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Build and maintain positive working relationships with employees, administrators, public officials, parents, students, bargaining units, insurance carriers, and other stakeholders through effective communication, collaboration, problem-solving, and conflict resolution.
- Maintain strict confidentiality of sensitive personnel information, records, and District interests while demonstrating professionalism and maintaining a positive public image.
- Interpret, apply, and explain District policies, employment contracts, collective bargaining agreements, regulations, and applicable state and federal laws, codes, and mandates to ensure compliance with established requirements.
- Assist in developing, implementing, and recommending Human Resources policies, procedures, and departmental goals consistent with applicable laws, regulations, collective bargaining agreements, and effective personnel management practices.
- Establish and maintain accurate and current, confidential personnel records, employment documentation, certificated credentials, seniority lists, evaluation rosters, personnel status changes, contracts, memoranda of understanding (MOUs), and other employment-related records.
- Coordinate and support personnel processes, employee status changes, leaves of absence, leave approvals, retirement, resignation, staff reductions, and other employment actions.
- Assist with recruitment and staffing activities, including developing recruitment plans, posting vacancies, coordinating screening and interview panels, scheduling interviews, conducting background investigations, communicating with applicants, and supporting substitute staffing needs.
- Administer and maintain Human Resources databases and systems, including credential monitoring; verify data accuracy and eligibility, generate reports, and ensure personnel availability and compliance with established requirements.
- Perform complex technical and analytical duties related to certificated credentialing, including collection and review of transcripts and records for salary placement; establishing timelines; monitoring credential status, and pay holds; communicating

renewal reminders and requirements; and ensuring employees possess appropriate and valid credentials.

- Maintain current knowledge of credentialing requirements, legislation, and regulatory changes to ensure personnel practices and credentialing services comply with applicable standards and requirements.
- Coordinate, administer, and monitor employee leave programs, including Industrial Illness/Accident Leave, disability leave, FMLA, CFRA, Pregnancy Disability Leave (PDL), and other applicable leave programs; track eligibility, approvals, documentation, department communication and compliance with legal and contractual requirements.
- Coordinate and administer workers' compensation claims and related processes, including timely submission of required documentation, claim tracking, work status monitoring, communication with claims adjusters and insurance carriers, interactive processes, and return-to-work coordination.
- Coordinate employee benefit programs in accordance with applicable laws and carrier contracts, including enrollment, eligibility verification, benefit changes, open enrollment, employee communications, claims coordination, and resolution of benefit eligibility and payment issues in collaboration with Payroll, District departments, employees, and insurance providers.
- Create, distribute, and/or process benefit documents, enrollment/disenrollment forms, benefit packages, and related materials; maintain current benefit information on District websites and provide employees with guidance regarding available benefits and coverage.
- Support employee safety and wellness initiatives, including the District Safety Committee, incentive programs, health fairs, staff development, and related activities.
- Provide administrative, analytical, and technical support for collective bargaining, labor negotiations, union-related matters, employee discipline, personnel investigations or concerns, and resolution of employment issues; assist with meeting preparation, documentation, facilitation, and maintenance of contracts, MOUs, and other agreements.
- Conduct surveys; collect, analyze, and maintain personnel data; prepare statistical reports, research, analyses, and other documentation to support departmental planning, decision-making, negotiations, and compliance.
- Prepare and maintain confidential department correspondence, publication, reports, and other communications.
- Review, prioritize, route, and respond to departmental correspondence, telephone inquiries, and visitors.
- Coordinate assigned departmental activities and collaborate with District departments, school sites, administrators, and external agencies
- Assist with the evaluation and approval of agreements, such as, but not limited to, university student teacher/intern, independent contractor, etc.
- Maintain organized, accurate, and efficient departmental filing and recordkeeping systems.
- Attend meetings as assigned and represent the department as appropriate
- Participate in professional development, meetings, workshops, and seminars to maintain current knowledge of the content area.
- Perform other duties reasonably related to the position.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's degree (A.A.) desired or equivalent from two-year college or business school, or equivalent, and five (5) years of increasingly responsible secretarial/administrative assistant experience; experience and knowledge of basic personnel principles and management is preferable.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or government regulations; Ability to write reports, business correspondence and procedure manuals; Ability to effectively present information and respond to questions from groups of administrators, staff, parents, and the general public.

MATHEMATICAL SKILLS: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, standard English.

UNIQUE REQUIREMENTS: This position requires a flexible schedule. It is a 40-hour per week assignment, but the hours of the assignment will vary depending on the requirements of meeting schedules for any given week.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, use hands to manipulate, handle, or feel objects, tools, or controls; reach with hands and arms;. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

HAZARDS: Potential for contact with dissatisfied or abusive individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

11/4/26
Superintendent

Date

11-4-26
Board Approval (Clerk)

Date