

PERSONNEL ANALYST

DEFINITION

Under general supervision, to perform highly responsible duties related to position control, budgeting, position classification and compensation; interpret policy, administrative regulations, and education code; and perform complex and responsible clerical work.

DISTINGUISHING CHARACTERISTICS

This position is characterized by a high degree of independent action relating to the technical aspects of employment. This position is classified as a Confidential position.

ESSENTIAL FUNCTIONS

Maintains budgetary information including the administration of the position control process.

Performs difficult and complex research studies and analyses.

Processes the employment of certificated employees including the evaluation of transcripts and credentials as needed.

Performs job analysis and recommends appropriate classifications for new and existing positions.

Initiates offers of employment and contracts.

Calculates and prepares annual contracts, including budget coding.

Provides staffing information in identifying vacancies and maintaining a balanced staff per location.

Prepares a detailed tenure status report.

Recommends appropriate improvements in policies, procedures, and systems as requested.

Participates in or conducts salary surveys for certificated and classified personnel.

Provides salary information for annual budget projections.

Prepares regular and special operational reports as required.

Provides data for employer/employee relations.

Prepares and monitors employee salary placement and career increments.

Performs other related duties and tasks as assigned.

QUALIFICATIONS

Knowledge of:

Statistical analysis methods and practices; classification systems; modern office methods and practices, including filing systems, receptionist and telephone techniques, business forms, letter writing, proofreading, report writing, and keyboarding techniques.

Ability to:

Learn, interpret, and apply school district policies, laws, and rules and regulations, especially in the areas of personnel; learn quickly the policies and procedures of the Personnel Office; learn, gain and maintain proficiency on computer equipment and related computer programs; compose correspondence independently; maintain cooperative relationships with those contacted in the course of work; deal effectively and responsibly with personnel situations requiring diplomacy, friendliness, poise, and firmness; understand and carry out complex oral and written instructions; type at a speed of 45 words per minute from clear legible copy.

Experience:

Three years of broad, varied and increasingly responsible experience in personnel management, and in clerical work, preferably in the field of public education. (College education in public or business administration may be substituted for experience to a maximum of two years.)

Education:

High school graduation or equivalency; 2 years college preferred.