PERSONNEL ANALYST

DEFINITION:
Under supervision of the administrator(s) for the Human Resources Department, performs independent, complex analytical tasks to assist in the smooth and efficient operation of the Human Resources Department related to position classification, credentialing, compensation, recruitment and staffing and other duties related to certificated and classified personnel functions; Assists with administration of labor agreements and laws, board policies and administrative regulations; coordinates the work of others, and performs related work as required.

QUALIFICATIONS:
Knowledge of:
- Methods and practices of statistical analysis and data reporting
- Principles of public school human resource operations including recruitment, salary administration, credential, licensing and certification
- School district organization and procedures including board policies and applicable State Education code, rules and regulations related to assigned tasks
- Paperless electronic filing and data collection systems
- Computer based software programs that support this level of work, including but not limited to spreadsheets, data base, and word processing.
- Bargaining unit contracts
- Interpersonal skills using tact, patience and courtesy
- Research methods, report writing and recordkeeping techniques
- Modern office practices, procedures and equipment use

Ability to:
- Analyze and compile human resources data and prepare related reports
- Perform technical work requiring the exercise of judgment in applying policies and regulations pertinent to the position
- Perform a variety of technical duties involving position control and related budget analyses
- Prepare and process financial, statistical and accounting reports, documents, records and materials
- Communicate both orally and in writing in a clear, concise manner
- Plan, prioritize, and organize work to meet schedules and timelines
- Work independently and make sound decisions with minimum supervision
- Maintain accurate human resources records and files
- Learn, interpret, apply and explain rules, regulations, laws, policies and procedures
- Make sound decisions necessary in the function of the position
- Establish and maintain cooperative and effective working relationships
- Work confidentially with discretion
- Learn and maintain proficiency on computers and related equipment and software
- Understand and carry out oral and written directions

Experience and Education
- Minimum of three years of progressively responsible human resources experience in a school district or government agency
- Bachelor's degree in human resources, public administration or business is preferred
- A combination of education and related experience may be used applied

DISTINGUISHING CHARACTERISTICS:
Incumbents of positions in this class work with independence and exercise sound judgment in applying policies and rules. This is a specialty classification performing technical and complex analytical tasks that support the human resources department.
ESSENTIAL FUNCTIONS:

- Coordinates and performs complex and technical tasks, research and reports related to human resources
- Works closely with the Fiscal Department on position control
- Works closely with program managers, directors and administrators on human resources issues
- Processes personnel actions such as transfers, promotions, retirements, resignations, leaves and others
- Calculates and prepares staffing allocation to identify vacancies
- Maintains tenure and seniority lists and responds to inquiries
- May conduct salary surveys and other information gathering for negotiations
- Prepares and monitors information related to assignment and credential compliance, including communication with the County Office of Education, and the Commission on Teacher Credentialing
- Coordinates activities related to salary administration, terms of employment, recruitment, interview, selection and hiring process
- Assists with the coordination of certificated and classified staffing at schools and departments including layoff, surplus and transfer processes
- Assists with determination of units or longevity needed for salary advancement
- Develops spreadsheets used for projections and analysis and in the preparation of various human resources
- Assists with the implementation and maintenance of on-line management information systems in personnel operations
- Advise, interpret, train and orient department and district personnel on appropriate procedures and process related to department operations and bargaining unit contract issues
- Prepares various reports as required by local, state and/or federal agencies; assures compliance with reporting requirements
- Assembles confidential and sensitive information
- By keeping abreast with current human resources laws, provides technical assistance and training to ensure correct application of appropriate regulations, laws, and guidelines and appropriate use and understanding of district forms and reports
- Provide excellent customer service by establishing positive relationships with all district departments, applicants, district employees and representatives from outside organizations
- Performs related duties as assigned

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job’s functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.