

ANALYST II-HUMAN RESOURCES

DEFINITION:

Under the supervision of the Assistant Superintendent-Human Resources, performs a variety of complex and professional human resources functions in the position control, staffing allocations, recruitment, classification and compensation of classified and certificated employees; plans, audits, oversees and evaluates District Human Resources systems and databases and their integration with related systems in other departments; collects and analyzes information to support the presentation of data for collective bargaining and other HR functions; assures personnel activities comply with established laws, rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- **Performs a variety of complex and professional human resources functions in the position control, staffing allocations and data requests of classified and certificated employees; maintains confidentiality of sensitive and privileged employee information.**
- **Assists in the development and position control systems, work-flow systems, data management and other processes in Human Resources.**
- **Performs complex duties including the preparation, analysis and maintenance of Human Resources database systems; maintains and audits an assigned database program; creates queries, reports and macros; responds to data requests and special reports.**
- **Oversees and generates position control numbers and job codes in database; inputs data and enter new budget information; manages and updates data in the stipends database program; assures accuracy of input and output data.**
- **Assists the Assistant Superintendent of Human Resources in preparation of District annual staff projections and coordinates with Fiscal Services on their allocation budgets.**
- **Serves as a Technical liaison to advise administrators, school site staff and District staff regarding various Human Resources policies and procedures, position control, and applicant database.**
- **Coordinates Ed Join applications and notifications.**
- **Trains and provides work direction and guidance to assigned personnel as required; assures employee understanding of departmental policies, guidelines and procedures; monitors department services to determine efficiency and effectiveness in meeting goals and objectives.**
- **Prepares and maintains a variety of statistical and narrative records and reports related to employee recruitment, position control, staffing allocations, classification, compensation and assigned personnel functions; processes and analyzes a variety of forms and applications including employee requisitions and changes of status.**
- **Composes a variety of correspondence including inter-office communications, forms, letters, memoranda, contracts, special projects, and other materials.**
- **Researches, compiles, verifies and provides information regarding a variety of administrative, management, fiscal, and organization issues for reports, special projects, salary negotiations, collective bargaining, interviews, Board meetings, and other personnel-related functions.**
- **Prepares, plans and manages the annual roll-over processes to assures validity and accuracy of the District's Human Resources data.**
- **Operates a variety of office equipment including a calculator, copier, computer and assigned software; drives a vehicle to conduct work.**
- **Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.**
- **Attends and participates in a variety of meetings and in-services as assigned; serves a District representative at meetings, conferences and other events.**

QUALIFICATIONS GUIDE

Knowledge of:

- Principles, practices, methods and terminology used in public personnel administration, including position control, staffing allocations, data requests, job analysis, selection, recruitment, training, benefits, labor relations, classification and compensation.
- Various governmental guidelines and regulations relating to personnel selection.
- School District, Education Code and other laws, rules and regulations governing assigned human resources functions.
- Operations, policies and objectives relating to human resources activities.
- Collective bargaining process and practices.
- Organizational personnel policies and procedures.
- Complex spreadsheet and database processes.
- Techniques and tools used in the development and administration of employee examinations, position classifications, job analysis and salary surveys.
- Position control procedures.
- Automated computer systems, and databases for Human Resources applications.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Research methods.
- Arithmetic calculations.

Ability to:

- Perform a variety of complex and professional human resources functions involving position control, staffing allocations, recruitment, examination, selection, classification and compensation of classified and certificated employees.
- Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures.
- Plan and conduct classification, job analysis, salary and other personnel studies as directed.
- Screen and process employment applications and other personnel-related documents.
- Perform complex data analysis and research.
- Coordinate and participate in the interviewing and selection of applicants.
- Monitor the screening and processing of new personnel according to established procedures.
- Maintain current knowledge of laws, rules and regulations related to personnel activities.
- Maintain confidentiality of sensitive and privileged information.
- Compose correspondence and written materials independently.
- Train and provide work direction to assigned staff in Human Resources operations.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.
- Determine appropriate action within clearly defined guidelines.
- Perform arithmetic calculations quickly and accurately.

EDUCATION/EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, human resources, public administration or related field and four years of professional human resources experience involving recruitment, selection or classification activities.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's License

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Lifting, carrying, pushing and pulling light objects up to 10 pounds.
- Bending at the waist, kneeling or crouching to file materials.

WORK ENVIRONMENT:

Indoor/Office 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.

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