

CLASS SPECIFICATION
Human Resources Analyst/Classified

GENERAL PURPOSE

Under direction, performs a variety of complex technical and specialized functions in support of the District's human resources management programs for classified personnel, including recruitment and selection, position classification, compensation, training, personnel records management, and other functions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst/Classified is a specialty classification in the paraprofessional human resources job family performing technical and administrative tasks that support the employment of classified employees in the District. Incumbents in this class work with independence and are expected to make decisions of significant impact and consequences within predetermined guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Performs a wide variety of specialized and responsible classified human resources functions related to recruitment, selection, employment processing, status changes and separation; provides information and assistance in person or on the telephone to District staff and the public regarding a variety of human resource matters and personnel regulations, policies and procedures.
2. Receives, reviews and processes Requests to Employ (RTE) for contract and classified positions from all departments and District sites; develops and tracks RTE processes, including initial receiving and coding, fiscal services approval and the filling of positions; creates new positions and enters and updates employee information in the County's personnel system; meets with department heads regarding final selection; makes employment offers to applicants; verifies DOJ clearance; prepares hiring documents and contracts; coordinates employee placement in salary ranges and positions; prepares notices of employment; submits payroll forms; maintains vacancy and RTE lists for position openings.
3. Develops and maintains the District's yearly leave tracking system; processes payroll changes due to leaves; enters changes to employee historical leave records; assists employees and works to resolve retirement issues and grievances; provides backup and support District meetings related to employee leaves.
4. Participates in new-year processes; cleans out files at beginning of year and ensures employee history is maintained; processes and prints yearly new hires; retrieves evaluation reports for year-round and traditional sites and sends copies to department/site heads; generates reports to verify employees are assigned to appropriate traditional, single-track or year-round calendars and works with management to resolve discrepancies.
5. Works with and provides assistance to department and site management on classified human resource matters; generates specialized reports; prepares and distributes reasonable assurance letters; compiles data on staff projections for each department/site for Board resolutions; shares staff projections with CSEA; assists with layoff processes and procedures, including compiling and preparing seniority lists for layoffs, preparing and distributing layoff lists and correspondence, notifying departments of change in staff, preparing status notices and notifying payroll of employee status changes.

6. Assists with No Child Left Behind (NCLB) program processes as needed; prepares lists for departments; updates job descriptions as needed for Board approval; maintains job description files and manual; tracks CSEA release timelines; monitors positions allocations; maintains NCLB files and AA information; collects, processes, reviews and prepares reclassification documentation and memorandum and distributes to committees and department/site heads; prepares committee recommendations for the Board; prepares and sends out notification of outcomes of reclassifications studies to employees following Board action; maintains annual reclassification files.
7. Prepares, updates, maintains and processes a variety of forms, reports, bulletins, records, schedules, lists and files according to established policies, procedures, regulations and laws; verifies and posts information as necessary to ensure completeness and accuracy; composes and prepares letters, memoranda, lists and other materials according to established procedures; maintains employee personnel files and confidential health and medical files; provides salary and classification data to requesting agencies.
8. Assists in conducting classification studies and surveys; conducts job analyses utilizing various analysis techniques.
9. Develops, calculates and maintains employee 39-month and seniority information and records; researches and analyzes employment history records to resolve problems or respond to inquiries.

OTHER DUTIES

1. Assists the Director with special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of human resources management applicable to classified personnel in K-12 public schools.
2. District procedures, rules and regulations governing classified employment.
3. Basic research techniques.
4. Federal, state and local laws, regulations and guidelines governing human resource management.
5. District organization, operations, policies and objectives.
6. Standard office practices and procedures.
7. Principles and practices of public administration, including maintenance of public records.
8. Principles and practices of sound business communication; correct English usage, grammar, spelling, punctuation and vocabulary.
9. Uses of word processing, spreadsheet and other business management software.
10. Principles and practices of customer service and telephone etiquette.
11. Classified bargaining agreements.
12. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Perform a variety of technical duties concerning employment of classified personnel.

2. Understand, interpret, explain and apply District rules, regulations, policies and procedures regarding classified personnel.
3. Prepare clear, concise and accurate correspondence, reports and other written materials.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Operate a computer and other standard office equipment.
6. Make mathematical and statistical calculations quickly and accurately.
7. Maintain complex and confidential records and files.
8. Work confidentially with discretion.
9. Communicate effectively both orally and in writing.
10. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
11. Establish and maintain effective relationships with Board members, District administrators, management, staff, employee representatives, representatives of other governmental agencies, the public and others contacted in the course of work.

Education, Training and Experience:

Graduation from a recognized four-year college or university with a major in business administration, public administration or a closely related field preferred; and at least five years of progressively responsible human resources experience in a school district or governmental agency. Completion of college-level coursework in human resources is desirable.

Licenses; Certificates; Special Requirements:

None.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, District administrators, management, staff, employee representatives, representatives of other governmental agencies, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Board Approval 2/15/2007

Effective 7/1/2007