

PERSONNEL ANALYST

DEFINITION

Perform professional and analytical personnel level work; develop validated interview/selection procedures; conduct studies related to employee/employer relations; make informed judgments within specific area of assignment; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Superintendent of Human Resources and/or other human resources management, and may exercise technical supervision over personnel assistants as assigned.

REPRESENTATIVE DUTIES (*Incumbents may perform any combination of the essential functions shown below E. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.*) Duties may include, but are not limited to, the following:

Recruitment/Interview/Selection/Placement Duties:

- Analyze job assignments to validate job vacancies. (E)
- Determine and execute recruitment advertisements and monitor applications
- Assist in developing recruitment procedures, and identify recruitment fairs for effective employee replacement. (E)
- Assist in interview selection processes. (E)
- Pre-screen all applications for minimum qualifications. (E)
- Receive and analyze transcripts, credentials, required licensure or certificates and other application materials. (E)
- Maintain confidential files on the interview selection process. (E)
- Coordinate the interview and selection process with district administration. (E)
- Develop a working relationship with colleges/universities for recruitment of teachers. (E)
- Monitor and maintain records and the collection of data on the Federal “No Child Left Behind” system for the District and the State Department of Education. (E)
- Arrange for site interviews within the framework of negotiated agreements. (E)
- Maintain databases related to gender and ethnicity, job advertisements, recruitment and selection processes. (E)
- Maintain and execute the layoff/recall processes, including calculation of seniority. (E)

Credentials/Salary Establishment/Professional Growth Duties:

- Validate and process requests for all required credentials, certificates and licenses. (E)
- Match credential, certificates and licenses with job assignment and verify accuracy. (E)
- Apply for emergency credential for out of state employees. (E)
- Apply for waivers to credentials as required. (E)
- Monitor the CSET/NTE/CBEST (and any other required) renewal requirements. (E)
- Counsel employees regarding credential and licensure requirements. (E)
- Counsel and monitor employee professional growth. (E)
- Maintain credential/job match database. (E)

Contract Management (Employee/Employer Relations) Duties:

- Participate in all negotiations sessions as required. (E)
- Participate in the initial level of grievances and arbitration hearings as required
- Assist in the preparation of contract parameters. (E)
- Assist in analysis, interpretation and application of collective bargaining agreements, statute, case law and Board Policy and any other applicable procedure and practices. (E)
- Conducting, analyzing and applying research for Human Resources matters (E).
- Prepare and submit Board Agenda items pertaining to personnel action. (E)

- Prepare, revise and update job descriptions and HR policies and procedures. (E)
- Under guidance, analyzing and preparing contract, side letter and agreement language. (E)
- Assist with logging, monitoring and responding to complaints including, but not limited to, grievances, EEOC, DFEH, unfair practice charges, other claims and requests for information. (E)
- Under guidance, meet with labor relations representatives to evaluate and, when appropriate, resolve concerns. (E)
- Maintain confidential files for the Human Resources management. (E)

Induction and Separation Duties:

- Ensure required materials are submitted and encoded. (E)
- Scheduling and monitoring pre-employment processes including, but not limited to, fingerprinting, TB verification and I-9. (E)
- Prepare and conduct employee orientation, (E)
- Prepare and submit Board Agenda items pertaining to personnel actions. (E)
- Ensure separation and termination procedures are followed. (E)

KNOWLEDGE AND ABILITIES:

- Establish and maintain confidentiality in performing job duties
- Perform a wide range of analysis related to employment data
- Conduct procedural and administrative studies and recommend logical solutions
- Required to operate personal computer for the purpose of database management, data retrieval, and word processing
- Conduct classification studies
- Organizing and planning techniques
- Knowledge of principles and practices of personnel supervision
- Effective oral and written communication skills
- Positive personnel interaction and people skills
- Ability to cross train in other analyst areas
- Perform related duties as assigned

EXPERIENCE AND EDUCATION:

Any combination of education, training and experience equivalent to bachelor of arts degree in human resources, business administration, public administration or a related field, and five (5) years of broad, varied and increasingly responsible analytical, technical and administrative work with a large organization preferably in the field of human resources.

LICENSE OR CERTIFICATES:

- Possession of a valid California driver's license

ENVIRONMENT:

- Indoor work environment
- Constant interruptions

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment
- Hear and understand speech at normal levels and on the telephone with or without hearing aids
- See and read a computer screen and printed matter with or without vision aids
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Sit for extended periods of time
- Bend at the waist
- Reach overhead, above the shoulders and horizontally, grasp, push/pull
- Lift and/or carry up to 25 lbs at waist height for short distances

Salary Placement:

Confidential Salary Schedule

Tier 4, Range L

12-month work year

Confidential re-alignment effective 03/01/19

Revised: 05-18-2001

Revised: 12-09-09 (removed old language and added the physical demands per Risk Management)

Revised: 06/11/2015

07/21/2015

Board Approval: 08/11/15