

### Human Resources Analyst

#### Purpose Statement

The job of Human Resources Analyst is done for the purpose of providing support to the delivery of human resource services with specific responsibility for performing complex and comprehensive technical and analytical duties related to all aspects of department functions and responsibilities as assigned; monitoring state and federal requirements as they relate to human resources functions; providing guidance, organizing assigned office activities and coordinating communications; performing a variety of technical work for major personnel functions including computer report preparation and special project assignments; providing information to employees regarding policies, regulations and negotiated language; addressing a variety of issues and/or providing general support; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to Assigned Supervisor

#### Essential Functions

- Analyzes applicant documentation (e.g. District job descriptions, job postings, etc.) for the purpose of ensuring accuracy, completeness, and minimum qualifications.
- Analyzes recruitment materials (e.g. forms, procedures, brochures, pamphlets, correspondence, job postings, advertisements, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Coordinates and monitors layoff and reemployment procedures for the purpose of conforming District policies, relevant laws, contracts and agreements.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records, labor relations and related legal requirements.
- Coordinates a variety of human resources procedures (e.g. confidential technical and analytical processes, office activities, recruitment and hiring processes, etc.) for the purpose of ensuring efficient processing of internal and external applicants related to position requirements and adhering to legal and/or administrative requirements.
- Develops a wide variety of written materials for the purpose of documenting activities, providing written reference, and/or conveying information.
- Informs employees and applicants regarding a variety of procedures and program requirements for the purpose of providing necessary information, taking appropriate action and/or referring to other personnel, if appropriate.
- Interprets contract language, Education Code and employment regulations for the purpose of ensuring compliance with regulatory requirements.
- Interprets a variety of information (e.g. District policies and procedures, etc.) for the purpose of providing detailed and technical assistance and information.
- Maintains knowledge of legal processes and necessary requirements (e.g. District policies and procedures, State and Federal laws/regulations, bargaining unit agreements that relate to assigned duties, etc.) for the purpose of taking appropriate action to identify and resolve problems.

- Oversees a variety of human resources processes (e.g. human resources forms, budgetary requirements, recruitment activities, new employee hiring and orientation, analysis of necessary qualifications for hire, proper salary placement, salary increments, including longevity for classified staff, etc.) for the purpose of ensuring accuracy, providing communication and complying with all District guidelines and State and Federal laws.
- Participates in meetings that involve a range of issues for the purpose of completing tasks, developing recommendations and/or supporting other staff.
- Researches and compiles complex information for the purpose of implementing reports for District, Federal, State, and public agencies.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information, referring to appropriate personnel, and/or identifying relevant issues and making recommendations.
- Supports the Human Resources Director and department staff for the purpose of assisting in the effective operation of the department.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; communicating effectively; overseeing complex and varietal human resources processes; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; interpreting contract language; codes, regulations & laws related to the job functions; codes/laws/rules/regulations/policies; practices of personnel administration; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information/data and frequent interruptions; thinking critically, identifying problems, analyzing causes, and recommending solutions; adapting to changing priorities; providing accuracy and attention to detail; adapting to changing work priorities; displaying tact and courtesy; meeting deadlines and schedules; multi-tasking; organizing tasks; setting priorities; working as part of a team; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed in a generally hazard free environment.

**Experience:** Four years of experience in human resources at the level of analyst or similar position.

**Education (Minimum):** High school diploma or equivalent. College level coursework in human resources, public/business administration or closely related field desirable.

**Required Testing**

None Required

**Certificates and Licenses**

None Required

**Continuing Educ./Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Salary Grade**

Range 26

**Revised Date**