

Senior Human Resources Analyst

Purpose Statement

The job of Senior 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; providing guidance to Human Resources Analysts, Assistants, and Technicians and coordinating work flow; directing activities involved in the recruitment, screening, selection, processing, orientation, training and placement of personnel; coordinating and preparing special projects as required; planning and coordinating district wide staff trainings for classified employees; providing information to employees; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to Assigned Supervisor

Essential Functions

- Analyzes applicant documentation for the purpose of assessing completion, accuracy, and minimum qualifications.
- Develops a wide variety of written 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.
- Monitors layoff and reemployment procedures for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Communicates with 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 for the purpose of ensuring efficient processing of internal and external applicants related to position requirements and adhering to legal and/or administrative requirements.
- 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.
- Administers and oversees classified professional growth program for the purpose of developing employee skills and capacity and adhering to contractual requirements.
- Coordinates and organizes districtwide classified staff development training for the purpose of developing employee skills and capacity.
- Implements a variety of professional, complex and analytical duties (e.g. leading and organizing office activities and staff training, providing work direction and support to staff, overseeing a variety of technical work for major personnel functions, etc.) for the purpose of ensuring accurate processing and completion of department functions.
- Interprets a variety of information (e.g. District policies and procedures, contract language, recruitment and hiring procedures, etc.) for the purpose of providing detailed and technical information, complying with established requirements and proper application.
- Maintains knowledge of legal processes for the purpose of adhering to statutes and taking appropriate action to identify and resolve problems.
- Oversees a variety of human resources processes (e.g. human resources forms, budgetary requirements, recruitment activities, analysis of necessary qualifications for hire, proper salary

placement, and salary increments, including longevity etc.) for the purpose of ensuring accuracy, providing communication and complying with all District guidelines and legal requirements.

- Participates in meetings that involve a range of issues for the purpose of gathering information related to job functions, developing recommendations and/or supporting staff.
- Interprets contract language, Education Code and employment regulations for the purpose of ensuring compliance with regulatory requirements.
- Independently prepares a variety of written communications (e.g. memos, reports, correspondence, etc.) for the purpose of providing documentation and imparting information to others.
- Processes pre-employment and annual queries on all commercial drivers through the Federal Drug & Alcohol Clearinghouse website for the purpose of ensuring compliance with Federal law.
- Researches and compiles complex information (e.g. statistical data, etc.) for the purpose of developing 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, identifying relevant issues, and/or making recommendations for resolution.
- Reviews California Department of Motor Vehicle documentation for the purpose of providing oversight for employees driving District vehicles.
- Serves as District Designated Employer Representative for Department of Transportation (e.g. mandated drug and alcohol testing, pre-employment and random testing for select classified positions, receiving confidential laboratory results, etc.) for the purpose of interpreting and referring data and irregularities and referring sensitive issues to administrator for prompt and confidential resolution.
- Supports the Human Resource Director and department staff for the purpose of assisting in the efficient 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; and 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 significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use 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 standardized 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. Independent 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 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; multitasking; organizing tasks; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly 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. This job is performed in a generally clean and healthy environment.

Experience: Four years experience in Human Resources at the level of analyst or similar positions. Two years experience organizing workshops or staff training for large groups or equivalent experience.

Education (Minimum): High school diploma or equivalent. Knowledge of California laws and procedures related to K-12 education and knowledge of practices and procedures for human resources in the public sector. College level coursework in human resources, public administration or closely related field preferred.

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 28

Revised Date