

Tulare County Office of Education
JOB DESCRIPTION

Job Title: Staff Analyst I - ECEP (9766)
Staff Analyst II - ECEP (9795)

Job Summary:

The job of Staff Analyst is to assist in the administration, budgetary, staffing and management activities in the Tulare County Office of Education, Early Childhood Education Program; to conduct analytical studies and develop recommendations for changes in internal procedures.

Distinguishing Characteristics:

The Staff Analyst II is the advanced journey level of the job series. Incumbents at the II level have a wider range of independence of action than the I level, receive assignments of greater complexity, can serve as a lead analyst for special projects, and may supervise support staff.

Essential Functions:

- Monitors and maintains database of employee information such as mandated training, licensing/permit renewals, evaluations, immunizations, assignments and professional development.
- Recommends staffing needs and adjustments based on federal and state funding patterns, licensing and permit requirements, and community needs projections.
- Maintains site personnel files for the purpose of meeting licensing requirements.
- Compose letters, reports, documents, surveys and other written correspondence.
- Monitor and evaluate program operations as to their effectiveness and compliance with federal and state early childhood education requirements.
- Prepare recommendations as to improvements or program changes necessary to achieve compliance with federal and state standards.
- Prepare grants, contracts, needs assessments, comprehensive reports, records and correspondence.
- Serve as the program liaison with the Human Resources department and other Tulare County Office of Education departments.
- Research and analyze procedures, policies, legal requirements and/or cost of an existing system or procedure to determine if improvement opportunities exist.
- Coordinate the development of site and employee calendars.
- Advise program management staff on personnel and behavioral issues, personnel implications of management decisions and conduct training for staff on human resources issues.
- Counsel and instruct supervisory personnel at all levels on employee relations practices, techniques and interpretation of labor/management agreements.
- Advise first line supervisors on disciplinary matters so that consistency is maintained in addition to conformity with negotiated agreements.
- Coordinates with Human Resources department regarding staffing needs, transfers, reassignments, leaves of absences, vacancies and other personnel transactions.
- Collaborates and coordinates disability, employee injuries and illness, interactive and accommodation processes, and return to work procedures with the Human Resources department.
- May conduct investigations of employee misconduct, complaints and grievances.
- Assists Early Childhood Education Program Administrator and Human Resources staff in developing proposals for improving labor/management agreements and participates on negotiation team.
- Conducts research for purposes of identifying best practices and trends and recommends improvements to program practices, policies and procedures.
- Provides counseling on the permit process for volunteers, substitutes and staff.
- Supervises/trains and evaluates staff for monitoring performance and professional growth

Skills, Knowledge and/or Abilities:

- **Skills/Abilities to:**
 - Read, interpret and apply complex regulations.
 - Prepare clear and concise reports and correspondence using correct grammar, punctuation, and spelling.
 - Research, compile and analyze information to formulate appropriate alternatives and recommendations;

- Maintain cooperative working relationships with co-workers, various agencies and departments.
 - Convey complex concepts and procedures.
 - Implement new systems or revisions in current programs.
 - Plan and prepare materials to give presentations or conduct training sessions.
 - Evaluate proposed and existing programs.
 - Conduct needs assessments.
 - Prepare grant applications.
 - Supervise, train and evaluate staff (II Level)
- **Knowledge of:**
 - Principles and practices in administration including organizational patterns and analysis, fiscal and personnel management.
 - Available resources for gathering data.
 - Descriptive statistics sufficient to reflect results of research.
 - Contemporary office methods, forms, equipment and management principles including automated systems to assess need, capacity and cost effectiveness.
 - Current departmental policies and programs.
 - Legislative and programmatic trends at local, state and federal levels.
 - Government budget processes.
 - Staffing standards.
 - Program development and evaluation.

Experience Required:

- Two years of responsible fiscal, managerial, personnel, or education administrative work.

Education Required:

- High School Diploma or Equivalent.
- Bachelor's Degree in business or public administration, organizational behavior or a related field of study is required.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

December 2017

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.