

**JOB DESCRIPTION**

**Job Title:** Human Resources Analyst (9822)

**Job Summary:**

Under the supervision of the Assistant Superintendent, Human Resources and/or designee, serve as a technical expert and trainer for human resources staff in the collection, maintenance, and processing of human resource records and transactions. This position will also conduct research and analysis and provide guidance and direction in the areas of recruitment and employment, compensation, leaves of absence, worker compensation, disabilities accommodation, office policies and procedures, California Education Code requirements, and other complex human resources issues for the purpose of recommending system improvements and compliance with human resource laws and Education Code requirements.

**Essential Duties:**

- Serve as a technical expert and trainer for human resources staff in the collection, maintenance, and processing of personnel records and transactions.
- Provide guidance and direction in the areas of recruitment and employment, compensation, leaves of absence, worker compensation, disabilities accommodation, and office policies and procedures.
- Research complex human resources issues and make recommendations to the Assistant Superintendent regarding system improvements, human resource laws, California Education Code, Office policies and procedures, and accepted personnel practices.
- Supervise, evaluate, coach, train, and provide guidance to assigned staff.
- Perform position control functions and maintain position control database within the human resources information/business systems.
- Assist with employee relations functions and provide direction and assistance as critical incidences arise.
- Assist in developing, implementing, and adjusting internal procedures to maintain the accuracy and integrity of human resources data.
- Assist with the development and implementation of department goals, operating policies, procedures, and standards to ensure compliance with current regulations and requirements.
- Prepare, update, and maintain human resources documents and records such as salary schedules, collective bargaining agreements, job descriptions, seniority lists, tenure, and benefit profiles.
- Analyze data and prepare various reports for federal and state reporting requirements.
- Maintain confidentiality of human resource records and other pertinent personal information.
- Provide detailed information to employees and staff regarding TCOE policies, collective bargaining agreements, leave and benefit programs, and other human resources matters.
- Serve as a human resources project leader in the development, implementation, and ongoing maintenance of the business information system.
- Attend and participate in professional meetings or conferences to maintain current knowledge of regulations, requirements and best practices governing human resources functions and, to develop and implement policies and procedures.
- Prepare, schedule, and conduct training sessions and presentations on various human resources topics.
- Assist with coordination and attend recruitment fairs, as required.
- Develop, implement, and monitor various recordkeeping systems to collect, monitor, and maintain employee and position data within various information systems.
- Ensure adherence to policies and procedures by monitoring system performance, documenting and evaluating user feedback, and creating, maintaining, and updating procedural and system manuals.
- Assist Assistant Superintendent with drafting, updating, and maintaining various board/superintendent polices and administrative regulations.
- Assist with preparing board agenda items.
- May assist Assistant Superintendent with receiving, researching, and responding to grievances, complaints, and investigations and related employee relations issues.
- May serve as a member of the bargaining team and meet and confer sessions.
- Perform other related duties, as assigned.

**Responsibilities:** working independently and following standardized practices and regulations; supervising staff and overseeing an assigned work area. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of

performing the job's functions requires 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 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

**Skills, Knowledge and/or Abilities Required:**

**Skills to:**

- define problems, research, and collect information, establish facts, and develop appropriate conclusions;
- develop and implement various automated record keeping systems to survey, collect, track, monitor, audit, and report on human resources information system;
- apply basic statistical and mathematical concepts;
- accurately code, post, check, or verify detailed information and data;
- organize work, set priorities, and meet established deadlines in a dynamic work setting;
- maintain confidentiality of information;
- follow complex verbal and written instructions;
- communicate effectively orally and in writing;
- appropriate use of English word usage, spelling, grammar, syntax and punctuation;
- operate a computer and utilize a variety of applicable programs.

**Knowledge of:**

- automated payroll, human resources practices, personnel data input, classification and compensation, and benefits systems sufficient to independently retrieve data and convert to various spreadsheets and databases;
- math calculations to compute, calculate, and reconcile premium amounts and calculate changes in compensation and benefit amounts;
- basic principles of group benefits programs including health, dental, vision, life, and disability programs;
- position control best practices;
- specific applicable Federal, State, and local laws, education codes, regulations and practices related to human resource information and benefit administration such as HIPAA, FMLA, CFRA, Section 125 Cafeteria Plans, Open Enrollment Process and COBRA, I-9 requirements;
- software packages such as word processing, database, spreadsheet, graphics, and communications;
- general clerical office methods and procedures;
- principles of personnel administration, supervision and training.

**Ability to:**

- work and communicate effectively with people of various education and socioeconomic backgrounds;
- work accurately and independently in processing personnel transactions and resolving related problems;
- read, comprehend, and interpret policies and procedures regarding human resources, automated employee records, files, and transactions;
- prepare and analyze a variety of reports, data, correspondence, and electronic records;
- establish and maintain effective working relationships with county departmental staff, personnel staff, employees, and the public;
- operate a computer and utilize human resources software and systems to enter data, compile information and generate reports and forms;
- write clear and concise technical instructions, memos, and correspondence;
- conduct training for both small and large groups;
- supervise, train and evaluate professional, technical and clerical staff;
- communicate effectively, both verbally and in writing, with staff and other professionals.

**Experience Required:**

- Five years of experience in human resources and/or payroll;
- Two years of supervisory experience required.

**Education Required:**

- Bachelor's degree in human resources or related field OR associate degree plus five years of experience in human resources and/or payroll in an educational setting.

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire).

**FLSA Status:** Exempt

April 2024

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.