

JOB DESCRIPTION

Job Title: *Human Resources Analyst (9822)*

Job Summary:

The job of Human Resources Analyst is done for the purpose/s of serving as a technical expert and trainer for human resources technicians and specialists in the collection, maintenance, and processing of human resource 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; and to research complex human resources issues for the purpose of recommending system improvements and compliance with human resource laws and Education Code requirements.

Essential Functions:

Skills, Knowledge and/or Abilities Required:

- Serves as a technical expert and trainer for human resources technicians and specialists in the collection, maintenance, and processing of human resource records and transactions;
- Provides guidance and direction in the areas of recruitment and employment, compensation, leaves of absence, worker compensation, disabilities accommodation, and office policies and procedures;
- Researches complex human resources issues for the purpose of recommending system improvements and compliance with human resource laws and Education Code requirements and accepted personnel practices;
- Provides direction and supervision of assigned staff;
- Maintains position control functions within the human resources information/business systems;
- Assists with employee relations functions and provide direction and assistance as critical incidences arise;
- Assists in designing and implementing procedures to maintain the accuracy and integrity of human resources data;
- Recommends to the HR Assistant Superintendent proposed policies, rules and procedures reflecting changes in personnel needs, education code, laws and /or accepted personnel practices;
- Assists with the development and implementation of department goals;
- Maintains human resources records such as salary schedules, job descriptions, seniority lists, tenure, and benefit profiles;
- Retrieves data for the purpose of reporting to federal and state agencies;
- Maintains confidentiality of human resource records and other pertinent personal information;
- Provides information to employees and staff regarding TCOE policies, collective bargaining agreements and benefit programs;
- Serves as a project leader in workflow design, development, and implementation of the business information system;
- Attends and participates 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;
- Prepares and conducts training sessions and presentations on various human resources topics;
- Assists with coordination and attends recruitment fairs as required;
- Assists with the development of operating policies, procedures, and standards to ensure compliance with current regulations and requirements;
- Ensures adherence to policies and procedures by monitoring system performance, documenting and evaluating user feedback, in addition to maintaining and updating procedural and system manuals;
- Develops and implements various recordkeeping systems to collect, monitor and maintain employee data within various information systems;
- Assist HR Assistant Superintendent with drafting, updating, and maintaining various board/superintendent polices and administrative regulations;
- Assist with preparing board agenda items;
- May assist the HR Assistant Superintendent with 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.

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.

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.
- 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.
- Correct English usage, spelling and punctuation.
- Use of various records and filing systems.

Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all application electronic equipment.
- Work accurately and independently in processing personnel transactions and resolving related problems.
- Read, comprehend, and interpret policies and procedures regarding automated employee records, files, and transactions.
- Gather and analyze a variety of data and prepare accurate reports 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 before small and large groups.
- Communicate effectively both orally and in writing to instruct others in procedures for human resources/payroll/benefits actions.

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations.

Education and Experience Required:

- Bachelor's Degree in Human Resources or related field; OR Associates Degree plus 5 years experience in Human Resources and/or Payroll within an educational setting.
- At least 2 years of supervisory experience required.

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

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

December 2022

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.