

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES ANALYST-CLASSIFIED

BASIC FUNCTION:

Under the direction of the Director-Human Resources-Classified, perform a variety of complex and professional human resources functions in the recruitment, examination, selection, classification and compensation of classified employees; prepare classified personnel reports for Personnel Commission and Board of Education meetings; ensure compliance with District rules, laws and regulations, Human Resources policies and collective bargaining unit contracts; maintain confidentiality of sensitive and privileged information; provide training, work direction and guidance to assigned Human Resource department personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex and specialized human resources functions in the recruitment, examination, selection, classification and compensation of classified employees; assist in the development and implementation of employee selection procedures; ensure compliance with District rules and regulations, Human Resources policies, Personnel Commission rules and regulations, Merit System Rules and collective bargaining unit contracts.

Coordinate and perform complete recruitment processes involving advertising, testing, interviewing and selecting classified personnel; prepare job announcements and place advertisements in various media including the District website; forward announcements/correspondence to other departments, agencies and identified members of the public; confer with applicants concerning job vacancies, qualification requirements and related information.

Provide training, work direction and guidance to assigned Human Resource department personnel; oversee assigned personnel communication released to administration, other personnel and the public.

Oversee and participate in the screening and processing of employee applications to ensure candidates meet minimum qualification guidelines; coordinate the assembly of application and interview packets; verify eligibility and background information of applicants; verify Department of Justice (DOJ) and FBI fingerprint and Tuberculosis clearances as directed.

Oversee the review and evaluation of job applications according to requirements established within class specifications; schedule interviews and arrange interview locations; select panelists; explain candidate requirements, rating sheets and interview questions to panelists.

Prepare and maintain a variety of statistical and narrative records and reports related to employee recruitment, re-employment, seniority, examinations, classification, compensation and assigned personnel functions; provide Director with technical reports relating to District classified personnel and recruitment including test scores; input employee data in assigned human

resources software program; process a variety of forms and applications.

Prepare and organize examination materials; participate in the selection of exam criteria and develop specific examination questions including oral qualification questions; schedule, arrange and proctor examinations; correct tests and compute scores; rank applicants; update records and notify applicants of test results; maintain eligibility lists.

Serve as liaison between unions, employees, supervisors, administrators and outside agencies; provide technical information regarding personnel policies, procedures, laws, codes, rules, regulations and the administration of classified human resources programs; provide reports to County as requested including demographic detail information.

Explain and apply District rules and procedures, Personnel Commission rules and regulations, and collective bargaining language; verify employment to outside organizations as requested.

Obtain daily and long-term substitutes as requested for classified positions; maintain records of substitutes for payroll purposes; sign-up substitutes for classified positions according to established procedures.

Process personnel action forms for employment, leave of absences, transfers, retirements, terminations, and changes in classifications or salary, longevity, leaves, layoffs, re-employment and other personnel actions as assigned.

Compose a variety of correspondence including forms, special projects, legal documents, Board and Personnel Commission agendas and resolutions and other materials; receive and respond to e-mails.

Receive and respond to unemployment information requests from District's unemployment insurance carrier; process and send annual reasonable assurance letters to affected employees.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Participate in other department activities including professional growth program, personnel evaluations, processing volunteers, preparing identification badges and providing orientations to new employees as directed; assist the Director with annual reports and budget preparation; confer with administration regarding employee issues/concerns.

Attend and participate in a variety of meetings and professional development as assigned; represent the department at County meetings, workshops, conferences, recruitment fairs and other activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods and terminology used in public personnel administration, including job analysis, selection, recruitment, classification and compensation.
Various governmental guidelines and regulations relating to personnel selection.
Current laws, codes, and Merit System regulations and rules related to assigned personnel functions.
Operations, policies and objectives relating to human resources activities.
Occupations and their requirements.
Organizational operations, policies and objectives.
Techniques and tools used in the development and administration of employee examinations, position classifications, evaluations and related classified personnel operations.
Record-keeping and report preparation techniques.
Proper English usage, grammar, spelling, punctuation and vocabulary.
Operation of a variety of office equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.
Research methods.

ABILITY TO:

Perform a variety of complex and specialized human resources functions in the recruitment, examination, selection, classification and compensation of classified employees.
Apply, explain and ensure compliance with rules, regulations, policies and procedures.
Coordinate the interviewing and selection process of applicants.
Participate in the screening and processing of new personnel according to established procedures.
Maintain current knowledge of laws, rules and regulations related to personnel activities.
Compose correspondence and written materials independently.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Plan and organize work.
Meet schedules and time lines.
Determine appropriate action within clearly defined guidelines.
Maintain confidentiality of sensitive information.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent and any combination equivalent to: two years of college-level course work in a related field and four years of increasingly responsible human resources experience involving recruitment, selection of classified personnel or classified activities.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Ability to see to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Lifting, carrying, pushing or pulling light objects as assigned by the position.