

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PERSONNEL ANALYST

BASIC FUNCTION:

Under the direction of an assigned Director, perform highly responsible and professional personnel administration duties related to position classification, compensation, recruitment, selection and staffing; assure compliance with applicable laws, codes, rules and regulations; accept, investigate and make recommendations regarding allegations of employment discrimination, harassment and other claims of infractions; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Perform highly responsible and professional personnel administration duties related to position classification, compensation, recruitment, selection and staffing; review personnel transactions and assure compliance with applicable laws, codes, rules and regulations.

Communicate with managers and supervisors regarding the requirements of classifications; recommend appropriate classifications for new and existing positions; analyze job descriptions and prepare revisions to existing job descriptions and new classification specifications.

Develop and recommend appropriate improvements of human resources policies, procedures and systems; design new hire orientations as directed; provide payroll and benefits information.

Participate in the construction and revision of interview assessment forms; administer the selection process; provide guidelines and direction to administrators regarding hiring practices; participate in interview panels; monitor examination panels.

Perform salary studies; identify participants to be contacted; gather and analyze data and prepare related recommendations such as determining salary placement; compute implementation costs.

Confer with employees, administrators and applicants regarding work place issues, performance issues, staffing and other personnel issues; provide information and assistance regarding personnel policies and procedures; interpret, apply and explain laws, codes, rules and regulations.

Study and analyze a variety of personnel-related issues; prepare complex reports, records and correspondence including personnel actions for the Board agenda; perform special projects and research as assigned.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Evaluate transcripts and records of certificated staff to determine eligibility for credentials, permits and waivers; process related paperwork; notify employees regarding missing items; maintain record of college units earned for proper placement on salary schedule.

Assure certificated personnel and substitutes hold valid and appropriate credentials for their assignment and are paid at the appropriate level; advise administrators of misassignments and salary placements; notify employees of credential expiration dates.

Communicate with teachers, administrators, applicants and others to interpret, explain, and apply District policies, contracts, State Education Code, and laws related to the Commission on Teacher Credentialing and to the County and State Department of Education.

Maintain a system of photographic identification of current employees and volunteers as assigned by the position; oversee the fingerprinting process for the District including submission of prints to the Department of Justice (DOJ); develop and maintain fingerprinting and security identification budgets.

Serve as a liaison between the District, DOJ, local law enforcement agencies and District employees and volunteers.

Evaluate and recommend course of action on fingerprint reports returned from the DOJ; meet and decline employment with candidates whose criminal report prohibits employment with the District as assigned by the position.

Serve as a liaison between administrators and District legal counsel regarding employment law issues; accept, investigate and make recommendations to administration regarding allegations of employment discrimination, harassment, ADA and other claims of infractions.

Participate in employer/employee relation activities; gather and analyze data; make confidential recommendations to management negotiators on employee grievances and contract negotiation matters.

Attend a variety of meetings, workshops and conferences to maintain current knowledge of laws, codes, rules and regulations; facilitate workshops and provide resources for administrators, supervisors and employees regarding various employment law and human resources policies and procedures.

Operate a variety of office equipment including a computer and assigned software; operate fingerprinting machine as assigned by the position.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures.
Practices and procedures related to classified and certificated personnel.
Bargaining unit contracts and Board policies.
Techniques and tools used in the development and administration of position classifications, job analysis and salary surveys.
District organization, operations, policies and objectives.
Applicable laws, codes, rules and regulations.
State of California credential requirements and procedures.
Operation of a computer and assigned software.
Fingerprinting methods, practices, records and equipment.
Basic criminal legal processes.
Record-keeping and report preparation techniques.
Research methods.
Principles of supervision and training.
Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of a computer and assigned software.
Mathematical computations.
Public speaking techniques.

ABILITY TO:

Perform highly responsible and professional personnel administration duties related to position classification, compensation, recruitment, selection and staffing.
Identify allocation standards and apply classification principles and techniques in a wide variety of occupational fields.
Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
Assist certificated applicants and employees in obtaining appropriate credentials.
Monitor credential status of certificated personnel.
Prepare and maintain a variety of records, files and reports.
Analyze situations accurately and adopt an effective course of action.
Make mathematical computations with speed and accuracy.
Train and supervise the performance of assigned personnel.
Oversee the fingerprinting process for the District.
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.
Work confidentially with discretion.
Plan and organize work.
Prepare and deliver oral presentations.
Complete work with many interruptions.
Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information in person or on the telephone.
See to read a variety of materials.
Move hands and fingers to operate a computer keyboard.
Bend at the waist, kneel or crouch to file materials.
Sit for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in business administration, human resources, public administration or a related field and four years of professional public personnel experience in recruitment, selection or classification.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Personal transportation for job-related travel.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

HAZARDS:
Potential for contact with dissatisfied and abusive individuals.