

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: HUMAN RESOURCES ANALYST**

#### **BASIC FUNCTION:**

Under the direction of the Director, Classified Personnel, participates in the planning and organization of work for the Personnel Commission office; performs a variety of complex and professional human resources functions in the recruitment, examination, selection, professional development, classification and compensation of classified employees; conducts job analysis and compensation studies and ensures personnel activities comply with established laws, rules and regulations; plans, organizes and implements the employment process for classified employees in compliance with regulations of the Merit System.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assembles and organizes examination materials; orders, receives and monitors inventory levels of testing materials; participates in the selection of exam criteria; schedules and arranges examinations; explains testing procedures; distributes and collects exams; corrects tests and computes scores; analyzes test results and ranks applicants; updates records and notifies applicants of test results; maintains eligibility lists.

Assists the Director with special projects such as writing and revising Personnel Commission Rules and Regulations.

Attends Personnel Commission meetings, disciplinary hearings, designated workshops, conferences and seminars to maintain current knowledge of personnel trends and practices

Collects and analyzes human resources data; tracks trends and developments in employee analyses.

Collects salary information and compares job descriptions from benchmark school districts for the purpose of gathering and analyzing information to make recommendations on salary schedule placement and ensuring internal equity of positions.

Completes classification studies by reviewing existing job descriptions and identifying required critical knowledge, skills, abilities and other characteristics; analyzes data; assists assigned supervisor in providing information gathering and documentation.

Conducts reference checks and coordinates Department of Justice background checks on applicants for the purpose of ensuring the safety, security, retention and performance of district staff.

Coordinates and performs complete recruitment processes involving advertising, testing, interviewing, and selecting; prepares job announcements and place advertisements in various media; forwards announcements and related correspondence to other departments, agencies and identified members of the public.

Coordinates with District personnel and outside vendors, district and building administrators, to serve as a liaison and identifying training needs and/or coordinating professional development services within the District.

Designs services professional development program activities that address identified training needs.

Interprets and explains Human Resources and Personnel Commission policies, procedures, laws, standards, or regulations; reviews, interprets and recommends changes.

Maintains current knowledge in the areas of compensation, classification, recruitment, testing, selection, labor law, government codes, and merit district rules and regulations.

Meets and consults with employees, supervisors, administrators and outside agencies regarding personnel policies, procedures, laws, codes, rules, regulations and the administration of classified and certificated human resources programs; confers with applicants concerning job vacancies, qualification requirements and related information.

Monitors professional development; ensures that performance outcomes are achieved within budget, department, and district objectives.

Oversees and participates in the screening of employee applications to assure candidates meet minimum qualification guidelines; coordinates the assembly of application and interview packets; verifies eligibility and background information of applicants; prepares and distributes acceptance and rejection letters to applicants as appropriate.

Operates a variety of office equipment including a calculator, copier, computer and assigned software; drives a vehicle to conduct work.

Performs a variety of complex and professional human resources functions in the recruitment, examination, selection, classification and compensation of classified employees; maintains confidentiality of sensitive and privileged employee information.

Plans and conducts classification, salary and other personnel studies as directed; compiles, compares and analyzes related information and statistical data; prepares, reviews and modifies job descriptions and audit positions; updates job descriptions in response to changes in job duties, qualifications and requirements; recommends classification actions to appropriate administrator.

Prepares and maintains a variety of statistical and narrative records and reports related to employee recruitment, examinations, classification, compensation and assigned personnel functions; processes and analyzes a variety of forms and applications.

Prepares formal notices for employees regarding personnel transactions; compose a variety of correspondence including inter-office communications, forms, letters, memoranda, contracts, special projects, legal documents, Board items, handbooks and other materials.

Provides technical expertise, information and interpretation of District policies, bargaining unit contracts, education codes, guidelines, procedures, policies, and general contract information to employees, the public, and outside organizations.

Researches, compiles, verifies and provides a variety of information for reports, special projects, salary negotiations, collective bargaining, interviews, Board meetings, employee orientations, seniority lists, and other personnel-related functions.

Reviews job applications according to requirements established within class specifications.

Trains and provides work guidance to assigned personnel as required; assures employee understanding of departmental policies, guidelines and procedures; assigns employee duties and review work for accuracy and completeness.

**OTHER DUTIES:**

Attends and participates in meeting, in-service trainings, workshops and conferences.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Arithmetic calculations.

Common occupations and their requirements.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

job analysis and salary surveys.

Labor relations, grievance, and appeals procedures.

Operation of a variety of office equipment including a computer and assigned software.

Operations, policies and objectives relating to human resources activities.

Oral and written communication skills.

Organizational operations, policies and objectives.

Organizational personnel policies and procedures.

Principles, practices, methods and terminology used in public personnel administration, including job analysis, selection, recruitment, training, benefits, labor relations, classification and compensation.

Record-keeping and report preparation techniques.

Research methods.

School District, Merit System, Education Code and other laws, rules and regulations governing assigned human resources functions.

Technical aspects of field of specialty.

Techniques and tools used in the development and administration of employee examinations, position classifications,

Various governmental guidelines and regulations relating to personnel selection.

**ABILITY TO:**

Analyze situations accurately and adopt an effective course of action.

Collect, analyze, and interpret data.

Communicate effectively both orally and in writing.

Compose correspondence and written materials independently.

Coordinate and administer pre-employment examinations.

Coordinate and participate in the interviewing and selection of applicants.

Determine appropriate action within clearly defined guidelines.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures.

Maintain confidentiality of sensitive and privileged information.

Maintain current knowledge of laws, rules and regulations related to personnel activities.

Maintain records and prepare reports.

Meet schedules and time lines.

Operate a variety of office equipment including a computer and assigned software.

Oversee the screening and processing of new personnel according to established procedures.

Perform a variety of complex and professional human resources functions in the recruitment, examination, selection, classification and compensation of classified and certificated employees.

Perform arithmetic calculations quickly and accurately.  
Plan and conduct classification, job analysis, salary and other personnel studies as directed.  
Plan and organize work.  
Plan, organize and implement the employment process for classified employees in compliance with regulations of the Merit System.  
Screen and process employment applications and other personnel-related documents.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.  
Valid California Class C Driver's License & evidence of insurability.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**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.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file materials.

**HAZARDS:**

Traffic hazards.

**FLSA Status**

Non Exempt

**Approval Date**

9/28/17