



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



HUMAN RESOURCES ANALYST

JOB SUMMARY:

Under general direction, performs highly specialized technical and analytical duties related to the induction and retention of certificated personnel; advises, assists and monitors the certificated workforce to ensure compliance with State and Federal credentialing requirements; coordinates recruitments and selection; assists with staffing; responsible for database management; performs studies and prepares a wide variety of reports.

CLASS CHARACTERISTICS:

The Human Resources Analyst performs technical and analytical tasks including but not limited to interpreting State and Federal laws, the Education Code, and the collective bargaining agreement. Incumbents are expected to support the employment of credentialed educators in the District. This position has a variety of public contacts, a high degree of responsibility, and a high degree of expertise in credentialing and human resources procedures. The Human Resources Analyst serves as a lead in the monitoring and interpretation of credentials.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Oversee, monitor, and maintain records of credentials held by all temporary, probationary and permanent certificated staff including the type of credential, major and minor areas of studies, expiration dates and subjects/grades authorized to ensure compliance with State and Federal law; *E*

Notify and/or update administrators and certificated staff of changes in credential requirements, and assist staff in filing for credential renewals, added authorizations, waivers and emergency credentials; *E*

Perform a wide variety of clerical tasks associated with record keeping of personnel transactions, including: receiving and processing personnel requisitions, maintaining personnel records and files to document assignment changes, salary placement, employment contracts, and terminations; *E*

Initiate the recruitment and selection process by reviewing job description, creating application supplemental questionnaire, defining minimum qualifications and preferred qualifications of the position, and provide guidance to Human Resources Technician on the posting of the position; *E*

Assist management by making job offers based on recommendations from the hiring manager; *E*

Establish and maintain valid certificated seniority lists; *E*

Work closely with Assistant Superintendent, Human Resources in the development, revision and updates of job descriptions;

Prepare and maintain staffing lists, records of school and class enrollment numbers used to monitor that class size reduction standards are met and to monitor general fund and categorically funded positions; *E*

Assist in preparation of the annual certification of proper credentialing report to the Board of Trustees; *E*

Interpret and provide information on district policies, procedures, Education Code, collective bargaining agreement, and Federal and State regulations; *E*
Conduct special studies and surveys on personnel related issues and prepare reports; *E*

Input personnel related information and data into the district personnel database, including updating information as necessary; *E*

Audit and verify information necessary to clear emergency permits;

Work closely and cooperatively with school site personnel and administrators, serve as liaison contact with County or State credentialing offices and credentials personnel in other school districts;

Provide support in the coordination of the district layoff process;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General direction is received from the Assistant Superintendent, Human Resources.

Provide leadership and/or guidance and direction to subordinate positions assigned to the Human Resources Office.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Fundamentals, principles, techniques, and procedures of human resources management;
- Laws, rules, regulations and policies governing employment, credentialing, and appropriate assignment of certificated school personnel;
- Word processing, spreadsheet, database, Internet and E-mail computer applications;
- Methods of making mathematical and statistical analysis, calculations and projections;
- English usage, spelling, grammar and punctuation;
- Modern office methods, procedures, practices, terms and equipment used in a personnel office;
- Standard record keeping and filing system procedures;
- Business office telephone techniques and etiquette.

Ability to:

- Work independently utilizing sound judgments and discretion in a wide variety of situations;
- Understand, interpret and apply complex laws, rules, regulations and policies;
- Research, gather data and information and prepare complex and comprehensive written and oral reports;
- Compose and edit routine correspondence independently;
- Work effectively, efficiently and cooperatively in a busy modern office environment;
- Communicate effectively with and provide quality customer service to a wide variety of audiences both orally and in writing;
- Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;
- Keyboard at a net corrected speed of 45 words per minute;
- Effectively and efficiently maintain accurate records and files;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- Maintain confidentiality of information.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or related field may be substituted for two years of the required experience.

Experience:

- Four (4) years of successful progressively responsible experience in a personnel office in a California school district involving but not limited to credentialing, recruitment and processing of employees.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Safely lift, carry, push and pull up to 25 pounds; frequently sits, walks, stands; occasionally stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; has direct contact with public and other district staff, occasionally in difficult interpersonal situations; frequently works with high volume and tight deadlines, without guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 1/17/02

Reviewed with no revisions 3/9/06

Job Description Review and Revisions Effective: 10/10/13

Revisions effective 3/5/15