

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Human Resource Services Analyst	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	8058	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range 63 Salary Schedule F
REPORTS TO:	Director, Human Resource Services	BOARD APPROVAL:	12-17-01
		BOARD REVISION:	07-30-09

BASIC FUNCTION:

Coordinate and perform highly responsible and professional personnel administration duties requiring independent judgment and analysis for the smooth and efficient operation of Human Resource Services for both classified and certificated personnel. Make recommendations, and provide advice to school management over interpretation and application of provisions of labor agreements; ensure district compliance with laws, policies, and labor agreements.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Coordinate and perform highly responsible and professional personnel administration duties requiring independent judgment and analysis for the smooth and efficient operation of Human Resource Services for both classified and certificated personnel. Make recommendations, and provide advice to school management over interpretation and application of provisions of labor agreements; ensure district compliance with laws, policies, and labor agreements. **E**

Monitor certificated assignments, compliance with “No Child Left Behind” (NCLB), applications, and renewals to ensure credential requirements are met. **E**

Organize and compile documents and coordinate activities related to salary administration, terms of employment, data gathering, report preparation, special project assignments, the recruitment, interview, and selection process, and duties related to labor relations and negotiations. **E**

Gather and compile statistics and other data; research a variety of sources to provide reports including applicable legal provisions related to personnel and employee compensation. **E**

Perform assigned duties for recruitment, hiring, screening, interviewing, consulting with job applicants, reference checking, and preparing results of interviews. **E**

Assist with coordination of certificated and classified staffing at sites and departments including the layoff/surplus process; assist with the overage/leveling (concapping) process; develop staffing reports and information as requested. **E**

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. **E**

Establish and maintain contact with the California Commission on Teacher Credentialing (CCTC) and the Sacramento County Office of Education (SCOE) Credentials Office to assure compliance; receive and submit credential applications and credential to be registered; serve as a liaison among the district, the CCTC, and SCOE. **E**

Process personnel actions such as transfers, promotions, retirements, letters of agreement, counseling, leave usage, and others. **E**

Conduct exit interviews, and maintain statistical data for use in developing effective recruitment strategies. **E**

Perform duties associated with position control, preliminary salary schedule placement, applicant tracking, management information systems, diversity programs, and other areas as assigned. **E**

Assist with determining acceptable units for salary advancement or increases for classified and certificated personnel according to established district practices. **E**

Research and analyze data utilizing computer database management programs, coordinate the collection and preparation of data through computer-generated reports required by district personnel, or state and federal agencies. **E**

Prepare memorandums of understanding and letters of agreement addressing discipline, collective bargaining agreement waivers, and grievance responses on behalf of the district. **E**

Compose statistical and narrative reports independently; prepare letters, memos, forms, and other documents as required. **E**

Participate in training programs and activities inside the district and with outside agencies to maintain current knowledge of human resource laws, court decisions, rules, regulations, and trends affecting both the private and public sector. **E**

Facilitate workshops, and provide resources for administrators, supervisors, and employees regarding various employment law and human resources policies and procedures, contract management, employer relations/employee information. **E**

Serve as a liaison between administrators, district legal counsel, and collective bargaining units regarding employment issues; make recommendations to administration regarding allegations of employment discrimination, harassment, ADA, and other claims of infractions. **E**

Assist with pre-intern, mentor, and intern programs including contact with and presentations to colleges and universities. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, providing cross training for other employees, cooperating with others, participating in meetings and work groups, and support the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in personnel, public or business administration, or a related field, and six years of increasingly responsible personnel, labor relations, or employee compensation experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding..... 60 Correct WPM
 Word..... 95% Overall Score
 Excel..... 95% Overall Score

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Sound human resources terminology, policies, practices, and procedures.
 Functions of personnel and contract interpretation.
 Legal and equitable interview and selection techniques.
 Human Resource Services policies related to certificated and classified employment.
 Methods and processes of statistical analysis and data reporting.
 Principles and techniques of recruitment and selection of personnel.
 Fair Employment and Equal Opportunity policies and regulations.
 Operations, procedures, specific rules, and precedents of the department.
 Presentation, communication, and public speaking techniques.
 Technical aspects of field of specialty.
 Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
 District organization, operations, policies, and procedures.
 Bargaining unit reports, labor relations, and negotiations.
 Operation of a computer, related software, and standard office equipment.
 Paperless electronic filing systems.
 Research methods, and report writing and recordkeeping techniques.
 Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
 Interpersonal skills using tact, patience, and courtesy.
 Health and safety regulations.

ABILITY TO:

Coordinate and perform the basic function of the position.
 Prepare and maintain statistical and other records and files.
 Utilize effective leadership skills that work well within a team setting.
 Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
 Operate a computer, related software, and standard office equipment.
 Research, analyze, compile, and verify data, and prepare reports.
 Read, interpret, apply, and explain rules, regulations, policies, and procedures related to classified and certificated employment and compensation.
 Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
 Exercise analytical and independent judgment.
 Analyze situations accurately, and adopt an effective course of action.
 Work confidentially with discretion, and complete work with many interruptions.
 Communicate effectively, both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Work in a team environment; organize, coordinate, and oversee team activities.
 Compose correspondence and written materials independently.
 Lift light objects according to safety regulations.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouching to retrieve files from cabinets and shelves; hear and speak to exchange information and make presentations; see to monitor various activities and read documents; lift light objects.

SAMPLE HAZARD:

Contact with dissatisfied or abusive individuals.

(Former Title: Personnel and Employee Compensation Analyst)

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

APPROVALS:

Carol Mignone Stephen, Associate Superintendent, Human Resource Services

Date

Susan E. Miller, Interim Superintendent

Date