



PERSONNEL COMMISSION

Class Code: 3298
Salary Range: 35 (M2)

ASSOCIATE ANALYST - HUMAN RESOURCE SERVICES

JOB SUMMARY

Under general supervision, perform a variety of technical and professional human resources administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking and customer service with increasing requirements of initiative and independence of action; oversee the technical and compliance functions of assigned departmental units; train and supervise assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of technical and professional human resources administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking, onboarding, and customer service; assure compliance with applicable laws, codes, rules and regulations. **E**
- Oversee the technical and compliance functions of assigned departmental units which may include Physician Services, Americans with Disabilities Act (ADA), and employee leaves of absence, and required certifications for staff. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and adjust work flow and assignments to meet time lines. **E**
- Coordinate with other departments and outside agencies regarding leaves of absence and return from leaves including accommodations and related medical benefits; assure accuracy and timely distribution of required documents and communications to stakeholders; coordinate the sick leave donation program. **E**
- Serve as a liaison with the ADA Third-Party Administrator (TPA); coordinate meetings, correspondence, and maintenance of related files. **E**
- Provide a wide variety of information to applicants and employees; review personnel files and prepare recommendations regarding reemployment; maintain confidentiality of sensitive and privileged information. **E**
- Review applications and supporting documentation to determine which applicants are qualified and will move forward in the process; screen out applicants that do not meet District hiring standards. **E**
- Serve as first-level of appeal for applicants; review and respond to applicant appeals; organize appeal committees and related communications as necessary. **E**
- Schedule and conduct initial District interviews with substitute and credentialed applicants; utilize established teacher interview protocols to conduct initial District interviews with credentialed applicants. **E**

- Participate in developing certificated recruitment strategies including advertisements, attendance at job fairs, and addressing high need areas; network with other agencies to distribute and publicize certificated vacancies and substitute positions; post vacancies on employment web sites. *E*
- Communicate with administrators, staff, outside agencies, applicants and others to coordinate activities, resolve issues and exchange information; advise administrators of unusual trends or issues and recommend appropriate corrective action. *E*
- Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; compose a wide variety of formal correspondence and other written materials. *E*
- Participate in the design and conduct of surveys related to human resources practices, policies, and procedures; prepare recommendations for administrative review; assist in the selection and implementation of human resources software. *E*
- Research, compile and provide a variety of information for reports, special projects, Board of Education meetings and contract negotiations; make recommendations to administration regarding personnel matters as requested. *E*
- Participate in the development and implementation of department plans and activities to assure efficiency and compliance with District, State and federal guidelines. *E*
- Participate in the development of and monitor assigned budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Attend a variety of meetings including Board of Education, Principal and school site meetings to observe actions, speak publicly about complex personnel issues, respond to questions, and make presentations as requested. *E*
- Operate a computer and assigned software including an applicant tracking system and assigned databases; drive a vehicle to conduct work. *E*
- Participate in implementing certificated staffing reductions; provide displacement services for affected employees as directed. *E*
- Review and approve vacancy assignments as assigned by the position; serve as an alternate approver for senior management as assigned. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Associate Analyst - Human Resource Services is the entry-level management classification in the Human Resource Services classified management Analyst series. An Associate Analyst – Human Resources Services applies general human resources knowledge to a variety of duties and responsibilities which should develop into the qualifications required to become a Staffing Analyst – Human Resource Services.

Incumbents are exposed to a broad variety of professional personnel assignments so that their knowledge and abilities can grow via on-the-job training. An employee in this classification performs a variety of technical and professional human resources administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking, special projects and customer service. Incumbents also oversee the technical and compliance functions of assigned departmental units which may include Physician Services, Americans with Disabilities Act

(ADA), and employee leaves of absence. Work direction may vary from specific to general, with periodic checks of work in progress. The work product is reviewed for compliance with rules, regulations, human resources theory and compatibility with District procedures. The amount of supervision decreases as independent judgment increases and the incumbent progresses in skills, knowledge and abilities. Incumbents must have exceptional analytical skills, reading comprehension, computer, and organizational skills.

EMPLOYMENT STANDARDS**Knowledge of:**

General principles and practices of human resources administration including recruitment, applicant tracking and staffing.
Practices and procedures related to certificated and/or classified personnel.
Applicable laws, codes, rules and regulations related to assigned activities.
District organization, operations, policies and objectives.
Modern office functions, practices and procedures.
Principles and practices of supervision and training.
Record-keeping and report preparation techniques.
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 including an applicant tracking system.
Public speaking techniques.

Ability to:

Perform a variety of technical and professional human resource administration related duties.
Serve as a resource to District personnel, applicants and others concerning human resources policies, procedures, laws, codes, rules and regulations.
Review applications and supporting documentation to determine applicant qualifications.
Participate in developing certificated recruitment strategies.
Train, supervise and evaluate the performance of assigned staff.
Research, compile and analyze data.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain records and files.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Operation of a computer and assigned software including an applicant tracking system.
Meet schedules and time lines.
Make generalizations, evaluations or decisions without immediate supervision.
Maintain confidentiality of sensitive and privileged information.
Plan, prioritize and organize work.

Education and Training:

Bachelor's degree in public, business, or human resources administration, education or a closely related field.

Experience:

Two years of technical or professional human resources experience involving activities such as workers' compensation, recruitment, applicant tracking, and staffing. Experience in a lead or supervisory capacity is desirable.

A master's degree in public, business, or human resources administration, education or a closely related field may be substituted for one year of the required experience.

Any combination of education, training, and experience which demonstrates that the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

SPECIAL REQUIREMENTS:

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

- Office environment.
- Frequent interruptions.
- Driving a vehicle to conduct work.
- Potential for contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate office equipment and a computer keyboard.
- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information in person or on the telephone.
- Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT:

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

2/17/2000

Revised: 3/25/2004

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