

MODESTO CITY SCHOOLS

JOB DESCRIPTION

HUMAN RESOURCES ANALYST-CERTIFICATED

DEFINITION:

Under the direction of the Deputy Superintendent, Chief Human Resources Official, perform a variety of complex and professional human resources functions in the classification and compensation of certificated employees; conduct job analysis and compensation studies and ensure personnel activities comply with established laws, rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of complex and professional human resources functions in the classification and compensation of certificated employees; develop, audit, and coordinate with Payroll all phases of certificated/certificated management salaries in accordance with District policies; process recent certificated and athletic coaches hires; provide information to staff and maintain current knowledge of Collective Bargaining Agreements; ensure compliance with laws, rules and regulations related to personnel activities.
- Conduct verifications of transcripts and prior educational and employment history; determine appropriate salary placement of newly hired certificated staff; process the hiring, orientation and verification of qualifications for athletic coaches; maintain clearance websites for new coach hires.
- Monitor and maintain employee records of retirements, resignations, dismissals, leaves of absence, name changes, seniority dates and salary range placements; prepare and process certificated layoffs; prepare Notice of Intent letters as necessary.
- Conduct work/experience verifications and make recommendation for step increase requests; process step increases for certificated employees, including updating the Payroll/Business system and Human Resources' records; prepare data sheets for payroll entry for all new employees or current employees with an assignment or salary change; submit required documents to Payroll for payment by the established deadline.
- Coordinate with District sites and departments to determine staff needs, certificated staff assignments and position requirements; consult with employees, supervisors, administrators and outside agencies regarding personnel policies, procedures, laws, codes, rules, regulations and the administration of certificated human resources programs; confer with applicants concerning collective bargaining agreements, job vacancies, qualification requirements and related information; monitor and maintain all work year calendars for certificated/certificated management employees who transfer sites or change jobs during the course of a school year.
- Prepare and maintain a variety of statistical and narrative records and reports related to employee recruitment, examinations, classification, compensation and assigned personnel functions; process and analyze a variety of forms and applications.
- Prepare 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.
- Research, compile, verify and provide a variety of information for reports, special projects, salary negotiations, collective bargaining, Board meetings, and other personnel-related functions.
- Operate a variety of standard office equipment including a computer and assigned software.
- Communicate with personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.
- Attend and participate in a variety of meetings and in-services as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: bachelor's degree in business, human resources or related field and three years accounting, bookkeeping, clerical, secretarial experience performing complex work tasks.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 50 words per minute.

DESIRABLE QUALIFICATIONS:

- Two or more years of experience working with legal counsel on employment layoff process.
- Knowledge of and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations and projects.
- Knowledge of school operation, policies, regulations and procedures.

Knowledge of:

- Principles, practices, methods and terminology used in public personnel administration, including job analysis, selection, recruitment, classification and compensation.
- Various governmental guidelines and regulations relating to personnel selection.
- Current laws, codes, regulations and rules related to assigned personnel functions.
- Operations, policies and objectives relating to human resources activities.
- Organizational personnel policies and procedures.
- Common occupations and their requirements.
- Organizational operations, policies and objectives.
- Techniques and tools used in the development and administration of employee examinations, position classifications, job analysis and salary surveys.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of standard office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Research methods.

Ability to:

- Perform a variety of complex and professional human resources functions in the recruitment, examination, selection, classification and compensation of classified and certificated employees.
- Interpret, apply, explain and ensure compliance with rules, regulations, policies and procedures.
- Plan and conduct classification, job analysis, salary and other personnel studies as directed.
- Oversee the screening and processing of new personnel according to established procedures.
- Maintain current knowledge of laws, rules and regulations related to personnel activities.
- Maintain confidentiality of sensitive and privileged information.
- Compose correspondence and written materials independently.
- Operate a variety of office equipment including a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Type an input data at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.

- Plan and organize work.
- Meet schedules and time lines.
- Determine appropriate action within clearly defined guidelines

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Constant interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Unit Approved: 11/06

Board Approved: 11/06

FLSA Status: Non Exempt