

CLOVIS UNIFIED SCHOOL DISTRICT**Position: Human Resources Analyst, Sr.****Salary Grade: 40****Salary Schedule: Classified Management****Department: Human Resources****Reports to/Evaluated by: Human Resources Manager****FLSA Status: Exempt****SUMMARY**

Performs a variety of independent, complex, professional and technical work in one or more assigned areas with minimal supervision while exercising sound judgement and adhering to established departmental policies and procedures. Coordinates and leads challenging projects; plans, organizes, trains and reviews the work of HR staff. Performs highly complex analytical work related to database management, credential assignment monitoring, HR system development, and cross-departmental collaboration. Ensures accurate data and conducts system audits to ensure accurate state and local reporting. Provides staff development, identifies training needs and develops training. Performs scope of work in accordance with the California Department of Education, Commission on Teacher Credentialing, State reporting, and Board Policy, Local Educational Agencies (LEAs)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as the functional lead for the HRIS and ensures data accuracy through routine audit controls and system maintenance. Works collaboratively with other departments to plan, test and implement various system improvements. Maintains operational familiarity of cross-departmental systems
- Interprets and explains human resources related policies and procedures to employees, sites and departments and stays abreast of the most current trends governing certificated and classified employment and credentialing.
- Participates regularly in the development of human resources departmental objectives and makes recommendations for changes and improvements; implements approved changes and assists the Human Resources Manager to monitor work activities and ensure compliance.
- Audits and certificated assignments including master schedules to ensure accurate credential assignments. Prepares board resolutions, and agenda items related to credentials, as necessary. Maintains valid credential status of all certificated staff.
- Coordinates and processes payroll adjustments in the payroll management system. Routinely audits data entry for accuracy and ensure position and pay records are accurate.
- Prepares and implements annual mandatory notifications for the Human Resources department. Develops online forms and workflows used by the Human Resources department.
- Attends workshops and meetings related to assigned area to assist in the efficient operation of the department; prepares, trains and provides direction to department and site personnel.
- Establishes and maintain collaborative, productive and effective working relationships with all levels of management, staff, and outside agencies.
- Works collaboratively to gather and prepare data as requested. Independently prepares, evaluates and submits complex and technical personnel related reports at the local, state and/or federal level.
- Ensures valid teaching credentials and appropriate position assignments are compliant, as governed by the Commission on Teacher Credentialing, California Education Code and Federal No Child Left Behind regulations.
- Provides accurate data to meet District, State and Local reporting requirements. Consults and effectively communicates with District administrators and departments, and teacher candidates, regarding credentialing .

- Works with the District CALPADS administrator and maintains current knowledge of State CALPADS course codes as applicable to certificated assignments.
- Works independently within the California Statewide Assignment Accountability System (CALSAAS) to validate educator assignments, review outliers, address exceptions and assure certification requirements are met.
- Prioritizes and coordinates position responsibilities while working independently to make decisions as needed within the realm of duties assigned, while meeting schedules and timelines.
- Provides training and guidance to department staff on standard HR procedures. Works collaboratively with the Human Resources team to provide internal and external staff development activities and workshops.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS:

- **Knowledge and Skills:** Knowledge of principles, practices, and procedures of human resources administration. Knowledge of applicable state and federal laws, rules, and regulations. Knowledge of various computer software applications, including word processing, spreadsheets, and database management. Excel proficiency including the ability to work with formulas, lookups and pivot tables.
- **Abilities:** Ability to gather and analyze data and develop conclusions and recommendations. Ability to plan, organize, and prioritize work processes in a high-volume environment to meet demanding schedules and timelines. Ability to think critically, analyze situations with a solution-oriented approach, and develop and implement effective solutions. Ability to train others and facilitate small group processes. Ability to communicate technical information, both oral and written, and interact with a variety of groups and individuals. Must be able to perform work independently and with minimal supervision.
- **Physical Abilities:** Ability to function indoors in a sedentary role. Near visual acuity to write and read printed materials and computer screens. Hearing and speech for telephone conversations and sound prompts from equipment. Ambulatory ability to sit for extended periods, move about various locations, and reach work materials. Manual and finger dexterity to type/keyboard and operate computer equipment.
- **Education and Experience:** Bachelor's degree in human resources or a related field. Six (6) years of progressive experience in a human resources function, including analysis of HRIS systems and/or credentials. Additional experience may substitute for some higher education. May require a valid driver's license.

WORKING CONDITIONS

- Work is performed indoors with minimal safety considerations.