

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Position: Human Resources Analyst II**

**Salary Grade: 37**

**Salary Schedule: Classified Management**

**Department: Human Resources**

**Reports to/Evaluated by: Human Resources Management**

**FLSA Status: Exempt**

### **SUMMARY**

Organizes and manages an assigned area within Human Resources. Plans and conducts district-wide auditing and analysis work in database management, credentialing, personnel status transactions, and system management. Performs technical and analytical duties in database management, credentials, and state reporting. Provides timely, high-quality services to meet the needs of sites and departments. Ensures accurate data and conducts system audits. Provides professional staff development, recruitment, training, process facilitating, employee communications, and state and local reporting. Coordinates human resources activities with other departments, divisions, administration, and outside agencies. The Human Resources Analyst II is the fourth and senior level within a technical and professional career path. Advancement is based on need, qualifications, and the ability to lead a program with a District-wide span of control, such as credentialing, database maintenance, training, and staff development.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as the functional lead for the HRIS database system. Maintains and audits the system for accuracy of all entry from the Human Resources Department.
- Works collaboratively with departments to provide input on systems and development of workflows between departments.
- Serves as a subject leader and mentor for and provides information to team members and others on the most current trends governing certificated and classified employment and credentialing. Researches, applies, and interprets the most current Education Codes and upcoming legislation governing personnel and credentialing.
- Audits and evaluates teacher master schedules to ensure accurate teaching assignments, as related to credential holder. Recommends and oversees the preparation of board resolutions, waivers, limited assignments, internships, provisional internships, short term staff permits, or any other essential documentation as necessary.
- Audits system entry for accuracy and ensures position and pay records are accurate.
- 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 the Fresno County Office of Education, California Department of Education, local colleges and universities, District administrators and departments, site personnel, and teacher candidates, regarding credentialing and current trends governing certified and classified employment.
- Audits, analyzes, monitors, notifies and maintains valid credential status of all certificated staff.
- Manages, maintains and monitors technical HRIS relational database.
- Prioritizes and coordinates position responsibilities while working independently to make decisions as needed within the realm of duties assigned, while meeting schedules and timelines.
- Trains staff in data entry for the HRIS system, and other systems utilized in the department. 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.
- **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 schedules and timelines. Ability to train others and facilitate small group processes. Ability to communicate technical information and interact with a variety of groups and individuals.
- **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.