
Position:	Human Resources Analyst	FLSA:	Exempt
Department/Site:	Human Resources	Salary Grade:	31
Reports to/Evaluated by:	Human Resources Management	Salary Schedule:	Classified Management

SUMMARY

Under general direction, the purpose of the position is to plan and conduct professional auditing and analysis work in areas of personnel status transactions, credentialing and professional staff development, recruitment, training and process facilitating, employee communications, and state and local reporting. Employees in this classification function at senior professional level to coordinate human resources activities with other divisions, administration, employee associations, and outside agencies. Position ensures valid teaching credentials and appropriate position assignments are compliant.

DISTINGUISHING CAREER FEATURES

The Human Resources Analyst is the third and senior level within a technical and professional career path. Advancement to Human Resources Analyst is based on need, qualifications, and the ability to lead a program that has District-wide span of control, such as in, but not limited to credential planning, Human Resources Information Systems, training and staff development, focused recruitment, diversity, classification and compensation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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 Human Resources Information Systems and credentialing. Researches, applies, and interprets the most current Education Codes and upcoming legislation governing personnel and credentialing.
- Audits and evaluates data to ensure accurate teaching assignments and employee salary employment data. Recommends and prepares board resolutions, waivers, limited assignments, internships, provisional internships, short term staff permits, or any other essential documentation as necessary.
- Ensures valid 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 data of all classified and certificated staff.
- Develops, prepares and presents detailed reports of the District’s credential compliance status and informs and assists administrators as to how to attain improvement. Provides direction and action plan for those needing additional support.
- Manages, maintains and monitors technical information systems and relational database modules for position assignments and credentials.

- Maintains the HRIS system and does regular audits and updates.
- Provides training to HR staff for appropriate and consistent data entry methods.
- Prioritizes and coordinates position responsibilities while working independently to make decisions as needed within the realm of duties assigned, while meeting schedules and timelines.
- 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: Specialized knowledge of the principles, practices, and procedures associated with human resources management in higher education or related public service. Working knowledge of common provisions of employee benefit plans. In depth knowledge of personnel policies, rules and regulations. Demonstrated skills at accessing relational databases, verifying numerical and demographic information, and entering information onto established data entry screens. Working knowledge of the provisions in labor contracts and Education Codes regarding classified and certificated human resources. Well-developed knowledge of English language, punctuation, syntax, and grammar to prepare professional correspondence. Requires sufficient math skills to perform standard business math calculations. Requires sufficient human relation skills to convey technical concepts to others, to deal with sensitive and confidential information, to give instructions and training, and to facilitate discussions in individual and small group settings.

Abilities: Ability to carry out the objectives and duties of the position. Ability to analyze problems, prepare reports, and develop recommendations on personnel actions that are fair and in the best interest of the District. Ability to perform research and analysis. Requires the ability to learn, apply, and interpret District policies, procedures, and rules pertaining to human resources. Ability to interpret and apply Education code and proposed legislation governing credentials and personnel practices. Ability to gather and analyze data and develop conclusions and recommendations. Ability to plan, organize, and prioritize work processes in a high volume environment in order to meet schedules and timelines. Ability to train others and facilitate small group processes. Ability to communicate technical information and to interact with a wide variety of groups and individuals inside and outside the organization.

Physical Abilities: Ability to function indoors engaged in work of primarily a sedentary nature. Ability to use near visual acuity to write and to read printed materials and computer screens. Ability to use hearing and speech for ordinary telephone conversations and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about various district locations, and to reach work materials. Requires manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Experience: Bachelor's degree in human resources or related field; supplemented by five (5) years progressively experience in a human resources function, including analysis of credentials for professionals, preferably teachers. Additional experience may substitute for some higher education.

Licenses and Certificates: Requires a valid driver's license.