

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CONFIDENTIAL POSITION

JCN: 259
RANGE: 161
EXEMPT

HUMAN RESOURCES SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of the Chief Human Resources Officer and in collaboration with Human Resources Solutions Developer, serve as a liaison between the Human Resources (HR) Division and Information Systems & Technology (IS&T) Departments to provide systems support and analysis to meet the needs of the HR Division and users of HR information systems throughout the county; work with assigned personnel to assess needs for various HR functions; participate in the development and maintenance of systems and reports related to recruitment, selection, orientation, employment, job analysis, position control, attendance reporting, compensation, benefits and other applicable HR functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist HR Division with technical issues related to the use of the HR systems; assist HR Division in the creation of queries to select and compile information from the HR system, as needed; investigate problems and develop detailed recommendations for collective bargaining and resolution of issues.
- Communicate with county office personnel, school districts and outside agencies to request data, exchange information and resolve issues and/or concerns.
- Compose and distribute a variety of divisional and program correspondence such as letters, memoranda, newsletters, calendars, forms, applications and flyers as assigned; process and evaluate various forms and applications.
- Coordinate movement and maintenance of equipment, research costs and process related work orders.
- Conduct classification job analysis and other personnel studies as directed; research, position descriptions and salary data as assigned; compile, verify, analyze and provide a variety of personnel information and/or reports for human resources, special projects and committees for compliance reviews.
- Establish timelines and priorities for data processing projects; ensure mandated reports are completed and distributed to appropriate governmental agencies or personnel according to established timelines and procedures.
- Maintain familiarity with all computer systems used in the division, utilizing them as needed, evaluating their effectiveness and making recommendations for enhancements.
- Participate in the development of systems enhancements and consult with HR Division and IS & T for the development and maintenance of systems and reports related to recruitment, selection, orientation, employment, job analysis, position control, attendance reporting, compensation, benefits and other applicable HR functions; assist IS&T with the HR user requirements gathering and documentation; assist IS&T with user acceptance testing
- Prepare salary and/or benefit reports for the Chief Human Resources Officer in response to management, labor proposals and/or relevant and necessary information requests; assist county office negotiations team with data analysis to craft proposals for collective bargaining unit agreements and/or respond to public record requests with discretion and confidentiality.
- Provide project support from design through implementation of HR systems; identify, track, monitor and communicate to assigned personnel the progress of HR Division system projects and upgrades.

- Respond to inquiries by HR Division staff and others; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the organization and HR Division by consistently maintaining cooperative and effective working relationships with others.
- Serve as editor/publisher for the HR Division website(s).
- Serve as a technical resource concerning Human Resources systems and technology; assist in developing training plans and training documents.
- Serve as a liaison between the Human Resources (HR) Division and Information Systems & Technology (IS&T) Department to provide systems support and analysis and to leverage technology solutions to meet the needs of the HR Division and users of HR systems.
- Support Chief Human Resources Officer and county office administration with technical data analysis for the purposes of preparing tentative bargaining unit agreements; provide data and information to administration for use in negotiations; maintain confidential queries, records and databases as assigned.
- Train and provide assistance to HR Division, school districts and other agency partners concerning computer system applications, operations and functions as assigned; receive and respond to user telephone calls; provide information concerning related standards, requirements and procedures.
- Work with assigned personnel to assess needs for various HR functions; assist in identifying and analyzing options and recommend process enhancements to applications including but not limited to, SharePoint, Laserfiche, and various HR database management systems.
- Work with HR Division in the development of project scope of work documents and project plans; participate in meetings regarding HR Division technology needs and information systems applications.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work a flexible schedule as assigned.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel may be required for training within California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Bargaining Unit Agreements, contract negotiations and salary schedules.
- Considerable ability to develop and maintain effective working relationships.
- Considerable ability to follow complex oral and written instructions.

- Knowledge of computer operations and computer systems analysis.
- Strong analytical/problem solving skills.
- Working knowledge of and experience in utilizing database structures, on-line applications and system capabilities of assigned computer systems.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- County office organization, operations, policies and objectives.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Define problems, collect data, establish facts and draw valid conclusions.
- Demonstrate excellent leadership, communication, written and verbal presentation skills.
- Demonstrate strong analytical and problem solving capabilities.
- Interpret a complex variety of technical instructions and deal with several abstract and concrete variables.
- Interpret customer and market needs into product features and functions that benefit customers and provide a competitive advantage.
- Maintain current knowledge of technological advances in the field.
- Maintain knowledge of enterprise HR software applications preferably ERP, Project Management, Asset Management or Collaboration solutions.
- Maintain records and prepare reports, business correspondence and procedure manuals.
- Make complex decisions in accordance with division policies and procedures.
- Meet schedules and timelines.
- Operate computers and peripheral equipment properly and efficiently.
- Plan and organize work.
- Provide leadership and direction to system users concerning computer system applications, operations and malfunctions.
- Serve as a technical resource to the HR Division personnel concerning the operation of assigned computer systems.
- Think logically in solving assigned problems and present recommendations with clarity in written and graphic form.
- Train HR Division staff and others of the technology resources with diplomacy, courtesy, discretion and confidentiality.
- Understand and follow oral and written instructions.
- Work independently with little direction and balance multiple priorities.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree in Business Administration, Accounting, Computer Science or related field.
- Master's degree preferred.

EXPERIENCE:

- Three years increasingly responsible experience with applicable business systems and systems analysis.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: July 1, 2012

Revised: October 1, 2017; May 8, 2019