FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
SUPERVISORY POSITION

HUMAN RESOURCES ADMINISTRATIVE ANALYST

BASIC FUNCTION:
Under general direction, serves as primary assistant to the Administrator of Human Resources, a member of the Superintendent’s Cabinet; facilitate and oversee significant, highly complex, sensitive and confidential Human Resources functions, including but not limited to employer-employee relations, employee benefits, attendance and leaves of absence from duty, and staff professional development; provide consultation and technical assistance to Administrator; coordinate and organize responsible, confidential Human Resources office activities and coordinate flow of communications for Administrator; and supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist and advise county office personnel on Human Resources policies and procedures and bargaining unit agreements; communicate policy and procedure changes to county office personnel and other stakeholders.
- Assist with the development of the departmental budget, monitors the budget and recommends adjustments to the Administrator and/or Internal Business Services Analyst; assists in assuring expenditures do not exceed established budget limitations, including, but not limited to, reviewing and reconciling invoices; calculates, prepares and revises accounting and budgetary data; processes budget transfers and purchase orders.
- Compose independently or from oral instructions, a variety of correspondence including inter-office communications, lists, notices, forms, letters, contracts, memoranda and other materials; assist in the development, implementation and analysis of Human Resources policies, standards and procedures to enhance departmental efficiency; develop forms and documents to meet department needs; review and proofread a variety of documents.
- Coordinate, plan and facilitate support and clerical staff meetings.
- Coordinate and organize responsible, confidential Human Resources office activities; facilitate and oversee flow of communications for Administrator; keep Administrator apprised of potential problems and situations.
- Coordinate county office events, including but not limited to, the annual Pillar Award Reception, for the purpose of ensuring the appropriate staff are recognized.
- Coordinate various trainings/workshops for county office personnel, as well as employees from other school districts and agencies, for the purpose of ensuring appropriate facilities, materials and equipment are available as requested.
- Develop reports, presentations, spreadsheets, correspondence, including but not limited to recommendations for solutions to identified problems and organizational needs; order materials and supplies as needed.
- Develop/update information for the Sharepoint website, for the purpose of providing pertinent, up-to-date information for county office staff, school district staff, and others.
- Ensure mandated reports are completed and submitted to appropriate agency or personnel according to established timelines; ensure accuracy and completeness of data, records and reports; establish and maintain filing systems for Administrator.
- Ensure the scheduling and coordinating of staff to assure coverage in critical Human Resources functions.
• Exercise independent judgment in resolving a variety of complex issues, complaints or problems and refer concerns to Administrator as necessary; problem solve, make difficult decisions, and formulate plans of action.
• Facilitate and oversee significant, highly complex Human Resources functions, including but not limited to employer-employee relations, employee benefits, attendance and leaves of absence from duty, and staff professional development.
• Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or terminations.
• Maintain the Administrator’s calendar; coordinates, arranges and confirms meetings, conferences and appointments; screens requests for appointments; schedule a variety of internal and external meetings.
• Make and confirm travel arrangements; submit conference request and registration; arrange hotel and flight reservations; develop and complete all necessary forms and other related documentation; compile and prepare reimbursement requests.
• Manage time and prioritize tasks to meet deadlines.
• Oversee the Livescan Fingerprinting consortium to ensure legal mandates are followed and enforced.
• Participate and assist in the design and implementation of new and revised systems, procedures, methods of operation, and forms.
• Perform public relations and communication services for Administrator; initiate and receive telephone calls; record and relay messages as appropriate; schedule and arrange interviews, appointments, conferences and other events; maintain confidentiality of sensitive and privileged information.
• Perform secretarial duties related to committees for the purpose of ensuring that members are aware of all workshops and meetings and receive all meeting agendas, minutes, handouts and surveys.
• Plan, coordinate, and evaluate activities associated with assigned contracts; participate in research and evaluation of proposed contractual obligations and agreements; assist in contract negotiations and administration; monitor compliance with applicable contractual agreements.
• Proofread and check a variety of forms, correspondence, documents and other materials for accuracy, completeness and compliance with County Superintendents standards, policies and procedures.
• Provide staff assistance to higher-level management staff; participate on and provide staff support to a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
• Provide training and monitor implementation of new or revised policies, procedures and/or systems; assist in establishing and monitoring safety procedures for county office facilities; facilitate and assist various aspects of contract compliance.
• Research, compile and verify a variety of information; compute statistical information for a variety of reports; assist in the development and maintenance of financial records; assist in implementing sound budgetary procedures.
• Serve as a member of the County Superintendent’s negotiating team; assist in the preparation of data, reports, confidential queries, and information utilized by the county office negotiations team and department administrators for the purposes of preparing tentative bargaining unit agreements in support of proposed salary schedule, job descriptions, benefit adjustments and/or other elements of proposals; distribute agendas and notices of meetings; take, transcribe and distribute minutes as directed.
• Serve as liaison in coordinating matters between the Administrator and division management staff; reviews, determine priority and route incoming correspondence, email, reports and other documents; handle or refer matters in accordance with established procedures.

• Support district administrators with resources, information, surveys, data collection, communication, meetings, and other related activities.

• Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.

• Updates/maintains the certificated and classified bargaining unit agreements, for the purpose of ensuring that up-to-date and accurate bargaining agreements are available for all county office employees.

• Attend and participate in a variety of assigned meetings, committees, conferences, inservices 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.

• Keyboarding at an acceptable rate to complete reports and correspondence required by the position.

• 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 on a flexible schedule to meet deadlines based on need; and to attend evening and weekend meetings/conferences 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:
• Business letter and report writing techniques.

• Principles and techniques of organization, administration, personnel management and budget development and control.

• Principles and techniques of project and process management.

• Principles of record keeping and reporting procedures.

• Principles and techniques of policy analysis and development.

• Inventory maintenance practices and procedures.

• Labor relations and contract agreements.

• Professional telephone techniques and etiquette.

• Mathematical calculations.

• Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
• 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:
• Identify and gather appropriate quantitative or qualitative data.
• Generate a range of alternative solutions to identified problems or needs and develop logical and persuasive recommendations.
• Compose correspondence and written materials independently or from oral instructions.
• Understand and resolve issues, complaints or problems.
• Maintain confidentiality of sensitive and privileged information.
• Identify costs, benefits, and risks associated with recommended courses of action.
• Analyze and evaluate situations accurately and adopt an effective course of action.
• Ensure proper and timely resolution of issues, concerns and conflicts.
• 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.
• Supervise, train, guide and evaluate the performance of assigned personnel.
• Work confidentially and with discretion.
• Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:
• High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
• Bachelor’s degree in Business Administration or related field preferred.

EXPERIENCE:
• Five years of increasingly responsible experience in Business Administration or Human Resources.

LICENSURE 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: October 1, 2017
Revised: April 1, 2018
Revised: May 31, 2018