

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CONFIDENTIAL POSITION

JCN: 248
RANGE: 154
NON-EXEMPT

HUMAN RESOURCES ANALYST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, perform a variety of specialized and highly complex Human Resources duties involved in the establishing, analyzing, auditing and maintaining recruitment files, interview, selection and on-boarding processing, employee orientation, training and compensation of classified, certificated management, supervisory, confidential, substitute and short-term personnel; provide consultation and highly technical assistance to Human Resources staff and prospective employees; serve as a liaison in support of designated Human Resources programs and functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist the Assistant Superintendent, Human Resources and county office administration in the development and maintenance of technical data systems, reports, confidential queries, and information utilized by the county office negotiation team; work with department administrators for the purposes of preparing tentative bargaining unit agreements in support of proposed vacancy, transfer, promotion, reassignment, and/or other elements of negotiations proposals.
- Assist the Assistant Superintendent, Human Resources in the development, implementation and analysis of Human Resources policies, standards, and procedures to enhance departmental efficiency; develop presentations, forms, user guides, and documents as assigned to meet department and organizational needs.
- Assist with preparation and review of rehire/reemployment lists; work collaboratively with program staff and district administration to ensure compliance with rules, regulations and legislative requirements; meet contractual requirements, as they relate to rehire rights.
- Compile and analyze a variety of personnel information; prepare and maintain a variety of records, reports and files related to recruitment, position control, personnel and assigned activities.
- Compose a variety of correspondence including external and inter-office communications, lists, notices, forms, letters, memoranda and other materials; review, process, analyze and distribute forms concerning employee status, start dates, pay rates, employee changes, new hires and special projects.
- Conduct staff development workshops as assigned in accordance with county office policies, rules, and regulations; train and review the work of temporary and other office staff.
- Monitor vacancy status for open positions; maintain logs of vacancies, applicants, recruitments, and related forms; prepare application packets; participate on interview panels.
- Maintain accurate, legal, and defensible recruitment records, reports, and resources, using the county office application management system; prepare relevant reports.
- Perform a variety of specialized and technical duties involved in the recruitment, interview, selection and on-boarding processes, processing, orientation and compensation of

classified, certificated, management, supervisory, and confidential personnel; ensure recruitment activities comply with established laws, codes, regulations, policies and procedures; create and implement new employee orientation and on-boarding programs.

- Prepare, distribute, and receive employee applications; develop applicant and position vacancy lists; coordinate the oral interview and skills testing process with program administrators; organize skills testing; forward applications and related recruitment information to appropriate administrators.
- Provide consultation and highly technical assistance to prospective employees; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning the hiring process, job openings, requirements, recruitment status and related laws, codes, regulations, policies and procedures; initially identify applicants who meet minimum qualifications.
- Provide technical assistance to Human Resources staff, Human Resources Specialists and others concerning recruitment, interview, selection and on-boarding procedures and requirements, delegate and monitor assignments to Human Resources Specialists.
- Receive, analyze and process position vacancy notices; prepare announcements for management, supervisory, confidential, classified and certificated openings; place advertisements in various media outlets; update the department website with job openings; establish hiring timelines; notify applicants of recruitment status; prepare personnel summaries.
- Schedule new employee orientations, conduct employee workshops and provide information to new employees regarding employee benefits and county office policies, rules and regulations; distribute related informational materials; conducts employee verification to ensure proper salary placement.
- Serve as a technical resource to the Assistant Superintendent, Human Resources, county office personnel and various administration concerning current credentialing legislation; and other compliance requirements; work collaboratively with designated personnel with hiring, audits, and verification of credentialing requirements to ensure compliance; and identify a plan of action for certificated personnel as needed.
- Train and provide work direction, guidance, coaching, and oversight to assigned personnel; provide input concerning employee evaluations as requested; identify professional development needs and provide on-going support to assigned personnel.
- Work in collaboration with the county Credentials Department to ensure certificated personnel are properly assigned; develop credentialing plans for new hires and probationary certificated employees as needed; conduct routine assignment monitoring and audits for county office and assigned charter school personnel. Work with FCSS lead for the California Longitudinal Pupil Achievement Data System (CALPADS) and the California Statewide Assignment Accountability System (CalSAAS) to ensure proper reporting and auditing of FCSS employee information, as assigned.
- Work closely with Human Resources and program administration in the processing of employee position requests, recruitments, and recommendations to offer employment utilizing county office and other systems as assigned; train new personnel on system and program enhancements.
- 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.
- 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 a flexible schedule.
- 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 contracts and salary schedules.
- CALPADS
- California Commission on Teacher Credential (CCTC) Assignment Monitoring and Review. (AMR) and CalSAAS.
- Common occupations and their requirements.
- Practices and procedures related to classified, certificated, management, supervisory, and confidential personnel.
- Principles, techniques, procedures and terminology involved in the recruitment, selection, processing, orientation and compensation of classified, certificated, management, supervisory, and confidential employees.
- Project Management.
- Record-keeping and report preparation techniques.
- State of California credential requirements and procedures.
- 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:

- Compose correspondence and written materials independently.
- Maintain position control and develop applicant and position vacancy lists.
- Maintain records and prepare reports.
- Make mathematical computations with speed and accuracy.
- Meet schedules and timelines.
- Perform a variety of technical duties involved in the recruitment, selection, processing, orientation and compensation of classified, certificated, management, supervisory, and confidential personnel.
- Plan and organize work.
- Provide work direction, guidance, coaching and oversight to assigned personnel.
- Prepare announcements for classified, certificated, management, supervisory, and confidential openings and place advertisements.
- Process, analyze and distribute a variety of personnel forms.
- Provide consultation and technical assistance to prospective employees.
- Resolve personnel-related issues and concerns with discretion and confidentiality.
- 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 minimal 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:

- Four years increasingly responsible experience in Business Administration or Human Resources.
- District/county office experience preferred.

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: 07/01/2014

Revised: 10/25/2007; 10/01/2017; 05/10/2021