

**Washington Unified School District**  
*Job Description*

Board Approved:

Position Title: **Human Resources Analyst-Certificated**  
Directly Responsible To: Director of Human Resources

**Basic Function:**

Under the direction of the Director of Human Resources, perform a wide variety of advanced level personnel administration duties and human resources services; performs duties related to position classification, compensation, recruitment, selection and staffing; ensures compliance with applicable laws, codes, rules and regulations; maintain a comprehensive electronic employee information database and employee files.

**Essential Duties and Responsibilities:**

- Assist in the recruitment, selection, and assignment of qualified certificated personnel; communicate with managers regarding position requirements, recommend appropriate classifications and compensation, screen applications and answer inquiries regarding job openings; conduct new employee orientation.
- Process, track and input all assignments, transfers, dismissals, and promotions of personnel; ensure information is relayed to unit management and business services.
- Maintain a comprehensive employee personnel records system for employees, including personnel action forms, pay history, performance evaluations, promotions, market adjustments, merit increases, and disciplinary documents; manage records according to State of California records retention schedules.
- Assure certificated personnel and substitutes hold valid and appropriate credentials for their assignment and are paid at the appropriate level; notify employees of credential expiration dates; process related paperwork; notify employees regarding missing items; maintain record of college units earned for proper placement on salary schedule.
- Oversee the fingerprinting process for certificated employees.
- Communicate with teachers, administrators, applicants and others regarding work place issues, performance issues, staffing and other personnel issues; provide information and assistance regarding personnel policies and procedures; interpret, apply and explain District policies, contracts, State Education Code, and laws related to the Commission on Teacher Credentialing and to the County and State Department of Education.
- Study and analyze a variety of personnel related issues; compile information and generate correspondence, prepare complex reports on certificated personnel including personnel actions for the Board agenda.
- Assist the Director in researching, developing and presenting human resource related preparation documents for negotiations, including contract updates.
- Maintain and monitor a substitute system for classified employee classifications.

- Monitor and administer district performance evaluation system.
- Attend a variety of meetings, workshops, and conferences to maintain current knowledge of laws, codes, rules and regulations.
- Operate a variety of office equipment including a computer and assigned software.
- Perform related duties as assigned.

**Knowledge Of:**

- Human resources office functions, practices, and procedures.
- Practices and procedures related to certificated personnel.
- Bargaining unit contracts and Board policies.
- District organization, operations, policies and objectives.
- Applicable laws, codes, rules, and regulations.
- State of California credential requirements and procedures.
- Operation of a computer and assigned software.
- Fingerprinting methods, practices, and records.
- Record-keeping and report preparation techniques.
- Research methods.
- Modern office practices, procedures, and equipment, including operation of a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Mathematical computations.
- Public speaking techniques.

**Ability To:**

- Apply specialized knowledge in the area of human resources.
- Perform advanced level personnel administration duties related to position classification, compensation, recruitment, selection, and staffing.
- Interpret, apply, and explain applicable laws, codes, rules, regulations, policies, and procedures.
- Assist certificated applicants and employees in obtaining appropriate credentials.
- Monitor credential status of certificated personnel.
- Prepare and maintain a variety of records, files, and reports.
- Analyze situations accurately and adopt an effective course of action.
- Make mathematical computations with speed and accuracy.
- Operate a variety of office equipment including a computer and assigned software.
- Drive a vehicle to conduct work.
- Plan and organize work.
- Complete work with many interruptions.
- Communicate and express ideas effectively both orally and in writing.
- Establish and maintain effective working relationships.
- Maintain consistent, punctual and regular attendance.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

**Physical Ability To:**

- Move hands and fingers to operate equipment, a computer keyboard, and manipulate paper.
- Hear and speak to make presentations and to exchange information in person and/or on the telephone.
- See to read a variety of materials, to prepare documents and reports, inspect work in progress.
- Sit or stand for extended periods of time.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels.
- Kneel, bend at the waist, and crouch to file materials.
- Reach overhead, above the shoulders, and horizontally.
- Lift or carry items up to 20 pounds.

**Education and Experience Required:**

- Any combination equivalent to: bachelor's degree in business administration, human resources, public administration, or a related field and four years of professional public personnel experience in recruitment, selection or classification.

**Licenses and other Requirements:**

- Valid California Class C Driver's license
- Personal transportation for job-related travel

**Working Conditions:**

Environment: Office environment with constant interruptions.

Hazards: Potential for contact with dissatisfied and abusive individuals.