

HUMAN RESOURCES ANALYST - CLASSIFIED

JOB SUMMARY

Under the direction of the Director, Classified Personnel, the job of "Human Resources Analyst - Classified" performs a variety of specialized and complex activities involved in the recruitment, screening, testing, hiring, processing, classification, and compensation of classified personnel; serves as a technical resource to employees, administrators, applicants, and the public regarding classified personnel functions; prepares, develops, coordinates, administers, analyzes, scores, and interprets pre-employment tests for classified employees; supports the Merit System.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The position may perform any combination of the following:

- Creates content-valid examinations, including written exams, work samples, performance exams, qualifications appraisal interviews and other devices, to assess candidates' skills, knowledge and abilities to perform successfully in a variety of classified (non-teaching) positions within the District.
- Assists with developing recruitment strategies, including identifying appropriate job boards and the posting of positions on external job sites (i.e., college job boards, industry specific job boards, etc.), and attends job fairs or other recruitment events.
- Conducts job analysis to create and administer content valid examinations and assist in the development and implementation of in-service training activities.
- Screens applications to assess a candidate's minimum qualifications and eligibility to participate in competitive testing and selection procedures.
- Conducts pre-employment testing, including proctoring and scoring examinations, and ranking candidates on eligibility lists.
- Participates in employee orientation, recognition and in-service programs to support the classified workforce.
- Researches legislation, education code, board policies and Merit System Rules and Regulations to carry out assigned functions in accordance with legal, procedural and policy requirements.
- Assists the Director, Classified Personnel, as assigned with conducting job audits, interviewing managers, supervisors and employees; makes recommendations regarding job titles, job descriptions, and salary range placement for classified positions.
- Conducts salary and benefit surveys.
- Applies collective bargaining provisions and Personnel Commission rules to evaluate and determine seniority of classified personnel and applies seniority credit to eligible candidates.
- Conducts exit interviews to identify trends and make recommendations to improve employee retention.
- Collaborates with other school districts to identify and secure subject matter experts to participate in the scoring and rating of pre-employment tests.
- Assists with preparing agenda materials for and attends Personnel Commission meetings.
- Assists the Director, Classified Personnel and/or the Assistant Superintendent of Human Resources, with conducting a variety of special projects and research assignments in support of the District's human resources programs.

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- Performs other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices of public personnel administration including recruitment and examination development, test validation, classification, compensation, training and rules and regulations.
- Job analysis methodologies and their applications.
- A variety of jobs and occupations.
- Uniform guidelines for employee selection and applicability of the Americans with Disabilities Act to human resources testing, selection and program execution.
- Public agency Merit System procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, vocabulary.
- Principles and practices of administration, supervision and training.
- Design and operation of organizations and public agencies.

ABILITY TO:

- Conduct job analysis and classification studies and analyze and interpret data by establishing facts and drawing logical conclusions.
- Create and develop selection procedures in compliance with Equal Employment Opportunity Guidelines and accepted human resources practices.
- Communicate clearly, prepare and present oral and written reports, and make recommendations.
- Anticipate district staffing needs, employees' employment needs, and coordinate workflow so as to satisfy workload needs.

EDUCATION AND EXPERIENCE

Any combination of training and experience equivalent to graduation from college or university with a Bachelor's degree. Course work and training in selection and testing, job analysis, staff employee training, classification compensation, or related field. Experience at the analyst level in public personnel administration, preferably in a Merit System or civil service environment, is highly desired.

DISTINGUISHING CHARACTERISTICS

The Human Resources Analyst – Classified class is responsible for the journey-level work in recruitment, testing, classification review and development, and other analytical procedures to support classified personnel and the Merit System. This classification differs from the Human Resources Certificated Analyst which is responsible for the recruitment and credential analysis of certificated personnel. The Human Resources Analyst – Classified also differs from the Human Resources Technician which is responsible for the technical aspects of recruitment and onboarding. The Human Resources Technician also serves as the administrative support to the Personnel Commission.

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LICENSES

Possession of a valid Class C or higher California motor vehicle operator's license.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back, lifting or carrying up to 10 pounds.
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing.
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with candidates, administrators and employees, and to respond to telephone calls. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Occasional exposure to outdoor conditions during on-site job audits.