

HUMAN RESOURCES ANALYST

Purpose Statement

The job of Human Resources Analyst was established for the purpose/s of providing administrative support to the delivery of human resource services with specific responsibility for providing information to employees regarding policies, procedures, regulations and negotiated language; addressing a variety of issues and/or providing general support; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to Human Resources Director

Essential Functions

- Administers a wide variety of personnel policies and programs (e.g. advertising positions, processing applications, verifying employment, experience, salary placement, orientation, contracts/new hire approval information, compensation schedule, tracking teacher licensing & highly qualified status, professional staff cost for state/federal regulations/budgeting, educator lane change eligibility, etc.) for the purpose of making determinations relative to policy compliance and conforming to district policies, State and Federal regulations, laws, contracts and agreements.
- Communicates with other employees, departments, administrators, Utah State Office of Education and other agencies, applicants and the public for the purpose of providing information and assistance concerning recruitment, employment, personnel records/issues, educator licensing/eligibility, highly qualified guidelines, professional staff cost factors, medical leave and related legal requirements.
- Conducts new classified employee orientation (e.g. introducing personnel, pay, and benefit policies, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Coordinates employment process (e.g. writing/editing job descriptions, advertising of position, postings with USOE, teachers-teachers and other recruiting agencies dependent upon vacancy, postings with other school districts & university/college recruitment centers, scheduling district vacancy interviews, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Develops a wide variety of written materials (e.g. spreadsheets, letters, forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference & guidelines, and/or conveying information.
- Informs employees and applicants regarding a variety of procedures, policies and program requirements for the purpose of providing necessary for employees to make informed decisions, taking appropriate action and/or referring to other sources if appropriate.
- Interprets contract language, education code and employment regulations for the purpose of ensuring compliance with regulatory requirements.
- Maintains manual and electronic documents, files and records (e.g. employee contracts, vacancy listings, new hires, employee data bases/change/status, researches, tracks and maintains employee longevity/years of service, educator licensing, highly qualified, license renewals, medical records/FMLA/sick bank, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Monitors a variety of processes (e.g. application, eligibility, lane change eligibility, educator license status/eligibility, class assignments, FTE's and salaries, professional staff cost, employee status/changes, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing job requirements and adhering to legal and/or administrative requirements.
- Participates in meetings, workshops and/or seminars (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Prepares a variety of technical reports and related documents (e.g. verification requests of employment, recommendations to hire, references, new hire paperwork/contracts, employee policies and guidelines, fingerprint reports, personnel board reports & updates, etc.) for the purpose of providing documentation and information to others.

- Presents information on a variety of topics (e.g. affirmative action, employment/recruitment, highly qualified status/eligibility, etc.) for the purpose of conveying information and/or making recommendations regarding district services.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Researches information required to manage assignments including reviewing relevant policies employee agreements and current practices for the purpose of developing new programs/services, ensuring compliance with legislative requirements, securing general information for planning and/or responding to requests.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending plans of action.
- Serves as liaison for the district, educators and potential new hires with the Utah State Office of Education for teacher licensing, highly qualified status, state "not highly qualified" status/authorization eligibility, teacher assignments, FTE's salaries and No Child Left Behind status/eligibility for the purpose of making determinations and providing information relative to policy compliance and guidelines.
- Supervises personnel record keeping procedures (e.g. recruiting, hiring, placing and promoting personnel) for the purpose of ensuring compliance with established guidelines.
- Supports the Human Resource Director and department staff (e.g. monitors schedules, makes appointments, represents the director in his/her absence, etc.) for the purpose of assisting in the performance of their work activities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; planning and managing projects; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business office procedures and practices; concepts of grammar and punctuation; business telephone etiquette; records management; office equipment/software; personnel practices applied within a school district environment; interpreting contract language; and codes, regulations & laws related to the job functions.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Equivalency an equivalent combination of education and experience

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Classified P