

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE:	Personnel Analyst
SALARY PLACEMENT:	Confidential Employee Salary Schedule

SUMMARY:

Under the direction of the Assistant Superintendent of Human Resources, performs highly responsible and professional personnel administration duties related to position classification, credentialing, compensation, recruitment, selection and staffing; assure compliance with applicable laws, codes, rules and regulations. This position is responsible for the leadership, management and coordination of human resources services and directly oversees the operations of classified and certificated personnel and performs other duties as assigned.

SUPERVISOR:

This position reports directly to the Assistant Superintendent of Human Resources

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

- Prepares, processes, and accesses confidential information that is used to contribute to the development of management positions with respect to employer-employee relations.
- Maintain personnel records including applications, references, experience data, and evaluations.
- Provide orientation for new employees to explain required employment and benefit forms.
- Maintains budgetary information ensuring adherence to established position control process. Performs difficult and complex research studies and analyses.
- Processes the employment of classified and certificated personnel, and substitutes, including the evaluation of transcripts and credentials as needed.
- Assures certificated personnel and substitutes hold valid and appropriate credentials for their assignment; advise administrators of misassignments. Assures classified personnel and substitutes have appropriate skills and qualifications.
- Serves as a resource for District program managers, directors and site administrators.
- Performs job analysis and recommends appropriate classifications for new and existing positions.
- Initiates offers of employment and contracts.
- Provides staffing information in identifying vacancies and maintaining a balanced staff per location.
- Study and analyze a variety of personnel-related issues; prepare complex reports, records and correspondence including personnel actions for the Board agenda.
- Prepares annual tenure/seniority status reports.
- Recommends appropriate improvements in policies, procedures, and systems as requested.
- Participates in or conducts salary surveys for certificated and classified personnel.
- Provides salary information for annual budget projections.
- Prepares regular and special operational reports as required.
- Provides data for employer/employee relations.
- Plans pre-retirement seminars.
- Prepares and monitors employee salary placement and career increments.
- Trains personnel.
- Assists the Assistant Superintendent of Human Resources as needed
- Performs other related tasks and duties as assigned.

Knowledge of:

- Statistical analysis methods and practices; classification systems.
- Modern office methods and practices, including filing systems.
- Telephone techniques, business forms, letter writing, proofreading, report writing, and keyboarding techniques.
- Theory, principles, and practices of public school human resource management, school human resource law and school district organization.
- Relevant State and Federal laws, regulations and procedures. NCLB and State credential requirements.

Ability to:

- Learn, interpret, and apply policies, laws, rules and regulations, especially in the areas of personnel.
- Learn policies and procedure of the Human Resources Office.
- Learn, gain and maintain proficiency on computer equipment and related computer programs.
- Compose correspondence independently.
- Maintain cooperative and positive relationships with those contacted in the course of work.
- Apply good judgment in recognizing the scope of authority as delegated.
- Deal effectively and responsibly with personnel situations requiring diplomacy, friendliness, poise, and firmness.
- Prioritize and coordinate work flow and time lines so as to meet established deadlines or due dates.
- Communicate tactfully and effectively in both oral and written forms.
- Understand and carry out complex oral and written instructions.
- Type at a speed of 40 words per minute from clear legible copy.

EDUCATION:

Any combination equivalent to an Associate's degree in business administration, human resources, public administration or a related field is preferred.

EXPERIENCE:

Preferably four years of increasingly responsible professional public personnel experience in recruitment, selection or classification.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

Required Test:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted 08/20/2008
Revised: 03/04/2015

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.