

**SANTA CRUZ COUNTY OFFICE OF EDUCATION**  
**HUMAN RESOURCES ANALYST, CERTIFICATED**

**DEFINITION**

Under direction, independently perform a variety of highly responsible, confidential and specialized secretarial, technical, and analytical duties in the administration of the human resources functions for the County Office of Education; provide interpretation of policy, and regulations; provide technical expertise to administrators, staff and the public concerning rules, systems, policies and processes; maintain, verify and update certificated personnel records and files. Plan, organize and implement testing and selection functions for credentialed staff. Provide technical analysis and support in the collective bargaining process at the direction of the Senior Human Resources Director; assist in the development and monitoring of budgets, budget reporting and budget analysis; coordinate and organize workshops, staff development trainings and meetings; research, compile and prepare records and reports related to assigned activities.

**SUPERVISION EXERCISED**

Exercise technical and functional oversight over staff in the Human Resources Department.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Serve as a primary resource and information source regarding human resources services, including but not limited to: substitute calling, Live Scan Fingerprinting, credentialing, health and welfare, school districts, leaves of absence and employee services.

Train, motivate, and oversee the functional activities of assigned support staff.

Develop and implement recruitment and selection plans to fill actual and anticipated vacancies, determine recruitment market, timelines and screening criteria; coordinate testing and selection functions, attend job fairs; prepare recruitment notices job announcements and employment advertisements; accept applications for employment; review employment applications for compliance with employment requirements; perform preliminary review of qualifications; verify work experience and CBEST standings; record applications in proper categories; and maintain applications in proper files.

Assist in the full range of recruitment activities for local small school districts.

Administer selection procedures by scheduling interviews, setting up interview committees, notifying applicants, and explaining and monitoring procedures. Assist with checking references in the hiring of new employees.

Process required paperwork for new employees, including benefits; handle sensitive information including fingerprints and medical information; schedule physical examinations; fingerprint new employees; provide comprehensive orientations to all new employees regarding salaries, benefits, policies and procedures, leaves and forms.

Research and analyze salaries and benefits of comparable agencies and labor markets.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Notify all pertinent departments and individuals of any certificated human resources transactions and employee changes of status, such as transfers, terminations, resignations, leaves, layoffs, hires, schedule and contract changes and other data; respond to inquiries from management concerning personnel transactions.

Review pertinent legislation and ensure the County Office's compliance with rules, regulations and laws.

Oversee the monitoring assignments of credentialed personnel in the school districts and the County Office; collect and input data regarding assignments; review for possible misassignments; determine validity of assignments and assignment practices; advise administrators and teachers of potential deficiencies in credentials assist school districts in resolving misassignments; report unresolved misassignments as necessary.

Analyze transcripts for recommendations on salary placement for certificated employees; verify appropriate work experience; and prepare employment contracts.

Independently compose, type, and distribute correspondence and memoranda to County Office personnel and the general public; provide information concerning inquiries relative to position vacancies and promotional opportunities; provide information and assistance to job applicants and employees regarding employment standards and requirements.

Analyze situations and make appropriate decisions without immediate supervision.

Perform detailed functions relating to budget development, monitor, control, and analysis; prepare budgets and statistical reports and statements; prepare and maintain logs, records, and statistical data in the area of assignment.

Coordinate, develop and monitor multiple Human Resources budgets; compile, check, and tabulate budgetary estimates and allotments; process travel reimbursement claims and monthly invoicing.

Serve as liaison to Business Department for data processing systems design and implementation.

Provide technical analysis and support at meetings, workshops, and for certificated collective bargaining process at the direction of the Human Resources Director.

Conduct surveys, compile results and provide technical assistance to support certificated collective bargaining activities.

Interpret County Office of Education policies and regulations; provide advice and recommendations regarding compliance with various laws, rules codes and regulations related to Human Resources practices and employment.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Establish, prepare and maintain human resources files and records for all certificated employees including seniority lists, timetables for employee evaluations, and personnel transactions.

Provide a full range of support services to Outdoor Education, including recruitment; accept applications for employment; new employee orientation and process basic required paperwork; fingerprint new employees; input new employee information into system for payroll; and maintain an automated substitute list as needed.

Record EEO information and selected employee information including transfers, changes of status and increment records.

Act as a liaison with Business Office, County Office staff, IT, and outside agencies in matters relating to human resources transactions and changes.

Maintain position control for all permanent employees.

Maintain a variety of complex records and files; monitor dates to ensure that required actions are completed in a timely manner; update records and files.

Perform a full range of CalSTRS administrative and support duties, including: processing of purchase orders and travel reimbursement claims; budget development and monitoring; monthly invoicing; liaison to CalSTRS regarding budget and contract concerns.

Responsible for learning and coordinating NCLB verification, CalDucs, CBEDS and APLE reporting.

Responsible for learning and coordinating county-wide APLE program.

Responsible for AESOP (automated sub calling system) billing to districts; prepare yearly contracts with each participating district.

Coordinate with local districts and COE to fulfill daily teacher and/or instructional aide absences and serve as AESOP help desk liaison. Establish and maintain current information. Provide training to other HR staff and districts as needed.

Develop and monitor “no paper” programs for internal County Office of Education Programs.

Perform responsible and difficult human resources administrative support work involving the use of independent judgment and personal initiative; assume responsibility for the accurate and timely processing of personnel matters.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Operate modern office machines and equipment including computers, scanners, typewriters, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications. Prepare contracts for certificated staff and classified managers.

Prepare annual standardized compensation letters for Superintendent.

Analyze existing forms, procedures and processes in Human Resources; develop, coordinate and implement recommended changes as approved by the Human Resources Director.

Attend and participate in meetings, in-services activities; workshops, professional conferences and organizations, and classes to increase professional knowledge.

Maintain confidentiality of information.

Maintain the design of the coding structure for the position control system and additional earnings module.

Plan, organize and perform special projects involving Human Resources issues as directed.

Coordinate, organize and schedule training, workshops and meetings; communicate with speakers and participants, order, prepare and assemble event materials; organize registration and perform follow-up activities including analysis of evaluations and data. Develop and maintain annual training calendar.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operations, procedures, and rules governing public personnel administration and related legal requirements.

Principles and practices of basic fiscal, statistical and administrative data collection and report preparation.

Principles of budget development, projections and control.

Analysis, use and interpretations of methods and practices of budget procedures and terminology including computer printouts.

Correct English usage, spelling, vocabulary, grammar, and punctuation. Principles and procedures of record keeping.

**Knowledge of (Continued):**

Basic principles, techniques and etiquette used in dealing with the public.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

Principles and practices of business letter and report writing.

Word processing methods, techniques, and programs including spreadsheet and data base applications.

Mathematical and general budgeting principles.

**Skill and Ability to:**

Operate modern office equipment including computer equipment.

Type at a speed necessary for successful job performance.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Learn the full range of procedures and functions of certificated or classified personnel administration.

Learn, interpret and apply pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Learn, interpret and apply the full range of County Office, federal and state applicable policies, procedures, laws and regulations pertaining to credentialing.

Work under limited supervision within a broad framework of standard policies and procedures.

Use independent judgment, initiative and good human relations and problem solving skills in the application and follow through on decisions.

Understand the organization and operation of the Human Resources Department and the County Office necessary to assume assigned responsibilities.

Perform mathematical calculations quickly and accurately. Analyze data and select the best solution from a range of alternatives.

Answer questions regarding staffing costs and budget related matters.

**Skill and Ability to (continued):**

Compile and tabulate data and information and prepare summaries and reports. Plan and organize work to meet schedules and timelines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Independently organize, prioritize and complete work assignments.

Prepare narrative and statistical reports.

Communicate clearly and concisely, both orally and in writing.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

Equivalent to the completion of four years of college.

**Experience:**

Four years of increasingly responsible clerical experience including two years of human resources experience.

**License or Certificate:**

Possession of, or ability to obtain, a valid California driver's license and proof of appropriate vehicle operation insurance.

**SPECIAL 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. Essential duties require the following physical skills and work environment:*

Ability to travel to different sites and locations.

While performing the duties of this job, the employee is regularly required to stand and to sit, use hand to finger, handle or feel; reach with hands and arms; talk and hear. Frequently required to walk; occasionally may be required to move, carry or lift up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

**Approval Date:** March, 2012

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