

PERSONNEL ANALYST**DEFINITION:**

Under supervision of Assistant Superintendent, Personnel, perform analytical and technical personnel work of a difficult and complex nature; research, compile and analyze data; conduct surveys and provide administrative support to the District's comprehensive personnel/labor relations program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Assistant Superintendent, Personnel Services, in the formulation of certificated salary information for the District's negotiation team; perform confidential complex data manipulation in spreadsheet format, and prepare a number of simulated certificated salary scenarios based on a variety of criteria; analyze and verify calculations on proposed certificated salary schedules and prepare reports to be used in negotiation sessions.
- Interpret personnel policies and procedures to ensure uniform and consistent application; provide advice and assistance in response to inquiries from within and outside the District; act as liaison between the Personnel Department and other operating departments within the District; maintain personnel files and records; compile statistical and financial data for surveys and administrative reports.
- Monitor credential requirements and process applications for new or renewal of credentials; maintain up-to-date and accurate information on the credential rules and regulations of the Commission on Teacher Credentialing; process employment documents and subsequent changes in employment status; conduct employee orientation; prepare staff and salary verifications; process and monitor teacher experience, unit credit and professional growth for salary advancement; monitor credential status; process leaves of absence with-and-without pay; monitor long term teacher absence and sick leave, prepare Family Care and Medical Leave letters; monitor teacher assignment/misassignment, probation and evaluation process.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Methods of organizational management; research and statistics techniques; working knowledge of one or more of the major personnel functions; correct English grammar, spelling and punctuation; modern office methods, procedures, practices and office automation, including computer operations/word processing.

Ability to:

Apply principles, concepts and work processes, laws, rules and reference materials pertinent to the operations of a personnel office; gather and analyze data; calculate, interpret, and apply complex and technical salary manipulations with speed and accuracy; independently do a variety of technical personnel reports; apply rules and regulations to specific cases; reason logically and draw valid conclusions; clearly communicate ideas and recommendations; understand personnel rules and regulations governing public employment; develop new operational procedures and related processes; establish and maintain cooperative working relationships; type at a corrected speed of 45 words per minute.

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

Graduation from high school.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: September 5, 2000, effective July 1, 2000
Revised: October 8, 2002