

**JOB DESCRIPTION**  
**San Leandro Unified School District**

**Human Resources Analyst (Confidential)**

**Purpose Statement**

The job of Human Resources Analyst is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for organizing, analyzing and assembling information regarding policies, 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 Assistant Superintendent- Human Resources

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**Essential Functions**

- Administers a wide variety of personnel policies and programs (e.g. advertising positions, processing applications, verifying employment, orientation, contracts, compensation schedule, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements.
- Conducts new employee orientation (e.g. introducing personnel, payroll, and benefit policies; assisting with enrollment forms, 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, processing applications, preparing screening criteria, administering/evaluating tests, scheduling interviews, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, interviews, in-service events, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Interprets contract language, education code and employment regulations for the purpose of ensuring compliance with regulatory requirements.
- Maintains a wide variety of manual and electronic documents files and records (e.g. resumes, labor contracts, vacancy listings, applications, budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of Assistant Superintendent (e.g. application, eligibility, program components, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings (e.g. recruitment activities, new employee orientation, etc.) for the purpose of providing or receiving information and supporting the needs of the attendees.

- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, operational procedures, manuals, job vacancies, verification requests of employment, fingerprint reports, personnel board agenda items, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Prepares a wide variety of reports, documents and correspondence (e.g. letters, memorandums, meeting minutes, etc.) for the purposes of preparing documents for negotiations with bargaining units; participating in negotiations related discussions; participating in negotiations related meetings as necessary.
- Processes a wide variety of documents and materials (e.g. personnel action paperwork, performance appraisals, benefits, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Researches a variety of topics (e.g. current practices, policies, education codes, recruitment needs, etc.) for the purpose of providing information and/or recommendations that address a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, applicants, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports the Assistant Superintendent of Human Resources and department staff for the purpose of providing assistance with their functions and responsibilities.

#### **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 single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; management skills; and planning and managing projects.

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: Human Resources operations; accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate 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 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: adapting to changing work priorities; communicating with

diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

**Responsibility**

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

**Working Environment**

The usual and customary methods of performing the jobs 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 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

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

Education Community college and/or vocational school degree with study in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Exam

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance  
TB Screen

FLSA Status

Non Exempt

Approval Date

November 10, 2015

Salary Range

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