



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Human Resources Analyst – Confidential	REPORTS TO:	Director – Classified Personnel
DEPARTMENT/SCHOOL:	Human Resources Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 55 Range: 55

BASIC FUNCTION:

Perform a variety of complex and professional human resources functions related to classified personnel; serve as fingerprint technician; serve as custodian of records for the Department of Justice (DOJ) and Federal Bureau of Investigations (FBI); compile statistics for compliance with classified performance reviews; screen classified employee substitutes for minimum qualifications; maintain confidentiality of sensitive and privileged information; train and provide work direction and guidance to assigned personnel as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of complex and professional human resources functions related to classified personnel; organize and expedite the flow of work to and from the Personnel Commission to Human Resources; relieve the Director from a variety of administrative details; interpret policies and regulations to staff and the public
- Manage data for classified personnel; assure seniority, longevity, merit increases, professional growth, classified performance reviews, CalPERS retirement data, fingerprint/background checks, reemployment lists and other related data is current and accurate; compile statistics for compliance with classified performance reviews
- Serve as fingerprint technician; operate electronic fingerprint equipment to assure accurate criminal background checking of applicants for employment and volunteer athletic coaches; fingerprint applicants according to established procedures; process fingerprints and applicant information and forward to the DOJ and FBI; respond to DOJ/FBI inquiries
- Serve as custodian of records for the DOJ and FBI for District school employees and volunteer athletic coaches
- Monitor personnel requisitions for accuracy and content for classified, hourly, athletic coaches, tutors, noon-supervisors and interns for the District
- Meet and consult with employees, supervisors, administrators and outside agencies regarding personnel policies, procedures, laws, codes, rules, regulations and the administration of classified human resources programs; confer with applicants concerning job vacancies, qualification requirements and related information

- Train and provide work direction and guidance to assigned human resources personnel; assure employee understanding of departmental policies, guidelines and procedures; review work for accuracy and completeness; assist the Director with new hire orientation and on-boarding of probationary, provisional and limited term employees
- Oversee and participate in the screening of classified substitute applications to assure candidates meet minimum qualification guidelines; verify eligibility and background information of applicants; prepare and distribute acceptance and rejection letters to applicants as appropriate
- Prepare and maintain a variety of statistical and narrative records and reports related to assigned personnel functions; process and analyze a variety of forms and applications
- Research, compile, verify and provide a variety of information for reports, special projects, salary negotiations, collective bargaining, interviews, Board meetings, employee orientations and other personnel-related functions; conduct audits of data for classified personnel
- Operate a variety of office equipment including a calculator, copier, fax machine, printer, computer and assigned software
- Maintain confidentiality regarding issues related to negotiations and collective bargaining matters
- Attend and participate in a variety of meetings and in-services as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods and terminology used in public personnel administration

Current laws, codes, regulations and rules including the Merit System related to assigned personnel functions

Operations, policies and objectives relating to human resources activities

District personnel policies and procedures and collective bargaining units

Common occupations and their requirements

Organizational operations, policies and objectives

Record-keeping and report preparation techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Operation of a variety of office equipment including a computer and assigned software

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Technical aspects of field of specialty

Research methods

ABILITY TO:

Perform a variety of complex and professional human resources functions

Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures

Screen and process classified substitute employment applications and other personnel-related documents

Maintain current knowledge of laws, rules and regulations related to personnel activities

Serve as fingerprint technician and custodian of records for District employees

Maintain confidentiality of sensitive and privileged information

Compose correspondence and written materials independently

Operate a variety of office equipment including a computer and assigned software
Analyze situations accurately and adopt an effective course of action
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Prepare and maintain accurate records and prepare reports
Plan and organize work
Meet schedules and time lines

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources, public administration or related field and three years of professional human resources experience

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions
Interactions with dissatisfied, hostile and irate individuals

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Hearing and speaking to exchange information
Sitting for extended periods of time
Seeing to read a variety of materials
Bending at the waist, kneeling or crouching to file materials
Reaching overhead and above the shoulders to retrieve documents