



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Human Resources Analyst (Confidential)	REPORTS TO:	Assigned Supervisor
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: Board Commission	11/14/2018 12/6/2018	SALARY GRADE:	Schedule: 55 Range: 58C

BASIC FUNCTION:

Perform a variety of complex and professional Human Resources, Merit System, Labor Relation, Public Meeting, qualification, certification and employment functions. Compile statistics from a myriad of Human Resources, Merit System, employment, certification/qualification programs and processes. Participate directly in employer-employee relations as outlined in Government Code §3540.1.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Coordinate, plan, manage, and perform complex technical analytical functions related to employee services programs and activities, including the recruitment, selection, employment, compensation, and record maintenance of all employees; interpret and assure compliance with county, state and federal regulations and guidelines concerning Human Resources and Merit System administration.
- Perform a variety of complex and professional Human Resources functions.
- Liaison with and manage the employee retirement programs (CalPERS, CalSTRS).
- Organize and expedite the flow of work to and from Human Resources and other District departments, sites and offices; assist Administrators, Directors and Supervisors with administrative details.
- 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 human resources or personnel processes.
- Maintain confidentiality regarding sensitive issues related to negotiations and collective bargaining matters to include but not limited to: proposals, memorandums and Union communications.
- Process and manage data for Human Resources or the Personnel Commission to include but not limited to: seniority, longevity, merit increases, professional growth, evaluations, observations, retirement data, fingerprint/background checks, reemployment lists and other related data.
- Serve as district contact for DOJ/FBI fingerprint processing and results; respond to DOJ/FBI inquiries.
- Assist the Custodian of Records for the DOJ and FBI in regards to fingerprint processes.
- Monitor and track personnel requisitions for accuracy and content.
- Meet and consult with employees, supervisors, administrators and outside agencies regarding human resources or personnel policies, procedures, laws, codes, rules, regulations and related information.
- Ensure Human Resources staff understand departmental policies, guidelines and procedures; review work for accuracy and completeness.
- Interpret policies and regulations to staff and the public.
- Coordinate new hire orientation and on boarding of all employees.
- Prepare and distribute correspondence including but not limited to job offers, assignments, contracts, reemployment offers to applicants or employees as appropriate.
- Prepare and maintain a variety of statistical or narrative records and reports related to Human Resources and Personnel Commission functions; process and analyze a variety of forms and applications.
- Operate a variety of office equipment including a calculator, copier, fax machine, printer, computer and assigned software.
- Attend and participate in a variety of meetings, Human Resources and Personnel Commission activities.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Education and Experience: Any combination equivalent to:

- A. Graduation from high school or equivalent. Bachelor's degree in Human Resources, Business, Public Policy or a related field degree desired.
- B. Five (5) years' experience in human resources. Three (3) years of specialized school district experience most highly desired in any or all of the following areas; Classification, Compensation, Recruitment, Employer-Employee Relations or other specialties.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and vehicle insurability to comply with District requirements.

Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.

Incumbents in this classification may be required to speak, read and write in a designated second language.

KNOWLEDGE OF:

- Applicable laws, codes, regulations, policies and procedures related to assigned human resources activities
- Common occupations and their requirements (CTC, DOT, DOE, CCR, EC, CFR, HHS, etc)
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Current laws, codes, regulations and rules including the Merit System related to assigned personnel functions
- Current laws, codes, regulations and rules regarding Teacher Credentialing and certifications
- Data entry and retrieval techniques
- District contracts and bargaining units
- District personnel policies and procedures and collective bargaining units
- Human resources office functions, practices and procedures
- Interpersonal skills using tact, patience, courtesy and professionalism
- Mathematical computations
- Modern office procedures and record-keeping techniques
- Operation of a computer and assigned software
- Operations, policies and objectives relating to human resources activities
- Oral and written communication skills
- Organizational operations, policies and objectives
- Practices and procedures related to classified and/or certificated personnel
- Principles, practices, methods and terminology used in public personnel administration
- Record-keeping and report preparation techniques
- Research methods
- Technical aspects of field of specialty
- Telephone techniques and etiquette

ABILITY TO:

- Analyze situations accurately and adopt an effective course of action
- Communicate effectively both orally and in writing
- Complete work with many interruptions
- Compose correspondence and written materials independently
- Determine appropriate action within clearly defined guidelines
- Distribute, screen and process employment applications and other personnel-related documents
- Establish and maintain cooperative and effective working relationships with others
- Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures
- Keyboard or input data at an acceptable rate of speed
- Maintain confidentiality of sensitive and privileged information
- Maintain current knowledge of laws, rules and regulations related to personnel activities
- Make mathematical computations with speed and accuracy
- Meet schedules and time lines
- Operate a variety of office equipment including a computer and assigned software
- Participate in the recruitment, screening and processing of new personnel
- Perform a variety of complex and technical duties in support of human resources operations and activities
- Plan and organize work
- Prepare and maintain a variety of manual and automated personnel files, records and reports
- Prepare and maintain accurate records and prepare reports
- Prepare announcements for job openings and place advertisements
- Provide information and assistance to classified and certificated employees, job applicants and the general public regarding personnel functions, policies and procedures
- Screen and process employment applications and other personnel-related documents
- Understand and follow oral and written instructions

WORKING CONDITIONS:

ENVIRONMENT:

- Constant interruptions
- Interactions with dissatisfied, hostile and irate individuals
- Office environment
- Subject to demanding time lines and constant interruptions

PHYSICAL ABILITIES:

- Bending at the waist or kneeling or crouching to file and retrieve materials
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Operating a computer keyboard for extended periods of time
- Reaching overhead and above the shoulders to retrieve documents
- Seeing to read and compose a variety of written or digital materials
- Sitting or standing for extended periods of time

HAZARDS:

- Contact with dissatisfied or abusive individuals.
- Extended viewing of computer monitor.
- Sitting for an extended period of time.