

**AMADOR COUNTY OFFICE OF EDUCATION
PERSONNEL ANALYST, CONFIDENTIAL**

DEFINITION

Under general supervision of the Executive Director of Personnel and Employee Relations, performs independent, advanced analytical, highly complex tasks to assist in the smooth and efficient operation of the Personnel Department including salary administration, data gathering, position classification, report preparation, special project assignments, employer-employee relations activities and the recruitment and selection of personnel.

CLASS CHARACTERISTICS

The Personnel Analyst oversees the District's assignment monitoring and alternate credentialing program; provides expert advice in the alignment of master schedules and credentials and monitors the equitable distribution of teachers. Provides assistance to the Executive Director with preparations of negotiations meetings with Association members and grievances filed. Uses independent judgment and discretion; and perform other related duties as required.

MAJOR DUTIES AND RESPONSIBILITIES

- Assist in a wide variety of administrative, technical, and complex personnel functions for the purpose of processing information and preparing reports.
- Compose and process documents (e.g. correspondence, employment verifications, employee benefits, contracts preparation, reports, spreadsheets, etc.) for the purpose of communicating information to other staff and public.
- Perform a variety of duties in the management and administration of the workers' compensation function for the JPA.
- Keep current on workers' compensation reform/legislative changes and innovative changes in the workers' compensation industry.
- Work collaboratively with the Business Department on ACOE and ACUSD workers' compensation issues.
- Maintain a variety of employment files and records, for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with all federal/state/county regulations.
- Make computations using several arithmetical processes for the purpose of verifying totals on reports, requisitions, employment contracts, etc.
- Coordinate, schedule and participate in meetings, including negotiations (may attend as recording secretary), conferences, as assigned for the purpose of conveying and/or gathering information required to perform duties.
- Assist other personnel as required for the purpose of supporting them in the completion of their work activities.
- Provide technical expertise, advice and guidance to District managers regarding union rights, employee rights, employment policies and practices.
- Provide guidance and assistance to supervisors and managers in recruitment to ensure actions are consistent with good management practices.
- Perform a variety of specialized administrative duties related to the District's comprehensive personnel functions.

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- Organize & implement procedures related to the District's personnel functions including recruitment, collective bargaining contract, applicant certification, salary placement, employee orientation and other procedures.
- Responsible for the preparation of a variety of comprehensive and confidential personnel records and the development and maintenance of statistical data related to certificated and classified personnel.
- Analyze, interpret and apply laws and regulations, establish and manage departmental priorities, processes and procedures, work independently, establish and maintain appropriate deadlines, manage multiple projects, and travel to attend meetings and workshops.
- Administer the processing of classified/certificated applicants, offers of employment, preparation of related documents, employee orientation, information relative to the position, and appropriate District policies, standards and procedures; and monitor the certificated personnel employment process to ensure they are authorized to perform the services for which they are employed with strict compliance to relevant laws and policies.
- Interpret, communicate and apply specialized information related to the bargaining unit agreements, applicable California Education Code sections and Federal Law, personnel rules, regulations, policies and procedures to administrators, certificated and classified personnel, applicants and the general public; assist in the development or revision of rules, regulations and policies.
- Compose and prepare a variety of materials including correspondence, personnel actions, reports, contracts, lists, forms, notices, memoranda and other documents independently or from instructions, prepare the Governing Board agenda items for all related personnel actions.
- Compile and organize detailed statistical information, and perform complex calculations in the preparation of surveys and reports as required.
- Monitor compliance with established employee evaluation policies and procedures, administer transfer procedures in accordance with the collective bargaining agreement and assist with layoff and reinstatement of affected personnel according to California Education Code and collective bargaining agreement guidelines.
- Responsible for the preparation of salary schedules, which reflect calculated changes as needed and the preparation of work year calendars.
- Communicate with District administrators, personnel and outside organizations to coordinate activities, exchange information and resolve issues or concerns.
- Monitor job descriptions.
- Monitor the maintenance of the personnel position control system.
- Maintain a calendar of deadlines for Human Resource Division.
- Interpret legal mandates, and District policies, regulations and guidelines pertaining to the certificated employee licensing process; and ensure certificated assignments are in compliance with credentialing requirements.
- Maintain a high rate of daily attendance to assure assignments are completed.
- Perform related duties as required.

LICENSES REQUIRED

Possess a valid California Driver's License and evidence of insurability, TB test clearance, Criminal Justice Fingerprint Clearance.

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QUALIFICATIONS

Skills:

1. To operate word processing applications including spread sheets; exercise sound judgment in interpreting and applying existing laws, policies, rules, regulations, and procedures.
2. Make arithmetical calculations; follow written and oral instructions; analyze situations and adopt an effective course of action; prepare reports and maintain records; meet the public tactfully and courteously; compose correspondence; show initiative in planning work.

Knowledge of:

1. Modern office methods, procedures, terminology, techniques, and equipment, including automated record management storage, filing and retrieval systems.
2. Receptionist and telephone techniques, correspondence and report writing.
3. Correct English usage, grammar, spelling, and punctuation.
4. Basic methods and techniques of organization and planning.
5. California Education Code provisions, board policies and federal/state/county regulations.
6. Operational procedures and guidelines pertaining to personnel management functions and activities.

Ability to:

1. Learn, interpret, and apply policies, rules and federal/state/county regulations, and operational procedures.
2. Perform varied and complex personnel clerical work.
3. Effectively and efficiently operate computers, use appropriate software, and operate other machines and equipment.
4. Compose correspondence independently.
5. Organize and prioritize assignments and follow through independently.
6. Meet deadlines and adapt to changing needs.
7. Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports.
8. Type or keyboard at a net corrected speed of 50 words per minute.
9. Understand and carry out oral and written directions.
10. Establish and maintain cooperative-working relationships.
11. Communicate effectively both orally and written form in a clear and concise manner.
12. Work with discretion and in confidence.

TRAINING AND EXPERIENCE

Three years of full-time clerical experience, including a least six months performing technical human resources tasks in a large organization. An AA degree or higher or twenty four units in Human Resources or Business Administration may be credited in lieu of the experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical:

- **Standing/Walking:** Occasionally; short distances in office areas while distributing messages, filing.
- **Sitting:** Frequently/constantly; at desk or computer while entering data, typing, completing paperwork.
- **Lift/Carry:** Occasionally; up to 5-10 lbs.; paperwork, files, office supplies. Seldom boxes of paperwork and files up to 30 lbs.

- **Push/Pull:** Occasionally, exerting up to 6-14 lbs. force; opening doors, file drawers, pushing files.
- **Bending/Twisting:** Occasionally; at waist/knees to and from seated position or to reach lower file drawers
- **Kneeling/Crouching:** Occasionally; to reach lower file drawers.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping, fingering while entering data into computer, typing, filing, answering phones.
- **Sight:** Constantly; in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment.
- **Speech/Hearing:** Constant use of speech/hearing in communicating with coworkers, supervisors, students, and answering phones.

Mental

- Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment.
- Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures.
- Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines.
- Must be able to read/write/speak English, possess basic mathematical skills, and knowledge of grammar, spelling and punctuation.

Work Conditions

Location: Work is performed in a climate-controlled office setting.

Hazards: None noted

Equipment Used: Personal computer, printer, copier, telephone, fax other general office equipment.

SALARY LEVEL

Range 38 of the Confidential Salary Schedule.

