

STOCKTON UNIFIED SCHOOL DISTRICT

SENIOR PERSONNEL ANALYST

DEFINITION

The Senior Human Resources classification provides lead direction, training, and guidance to other Human Resources staff. They are the technical experts in Human Resources areas that include but are not limited to; Technical HR systems, Leaves, Onboarding, Personnel Requisition/Action processing, Recruitment/Testing, Staffing, and Reemployment.

The Senior Personnel Analyst is the lead level classification providing a variety of Human Resources services to classified and certificated employees, applicants, and the general public. Acts as the lead in Human Resources areas, and staff may defer to this person's expertise in decision-making.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Superintendent of Human Resources or designee. Serves as a lead in the Human Resources department to other confidential staff.

REPRESENTATIVE DUTIES (Incumbents may perform any combination of the essential functions shown below E. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.) Duties may include, but are not limited to, the following:

ESSENTIAL DUTIES:

- Provide support and direction for the employee management system (ESCAPE, Business+, or others)
- Leads implementation, development, and training of employee management systems.
- Provide support in implementing, training, and overseeing other Human Resources software, such as Frontline Absence Management System, Frontline Time and Attendance, Frontline Professional Growth, Laserfiche, SyTech, Informed K-12, and others as assigned.
- Provide general direction and guidance to Human Resources staff.
- May lead, coordinate, plan, manage, and perform complex technical, and 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.
- Lead a variety of complex and professional Human Resources functions, such as monthly audits to verify data entry and accuracy of systems.
- Liaison with and support the management of the employee retirement programs (CalPERS, CalSTRS).
- Lead, 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.

Recruitment/Interview/Selection/Placement Duties:

- Analyze job assignments to validate job vacancies. (E)
- Determine and execute recruitment advertisements and monitor applications
- Assist in developing recruitment procedures, and identify recruitment fairs for effective employee replacement. (E)
- Assist in interview selection processes. (E)

- Pre-screen all applications for minimum qualifications. (E)
 - Receive and analyze transcripts, credentials, required licensure or certificates, and other application materials. (E)
 - Maintain confidential files on the interview selection process. (E)
 - Coordinate the interview and selection process with district administration. (E)
 - Develop a working relationship with colleges/universities for recruitment of teachers. (E) · Monitor and maintain records and the collection of data on the Federal “No Child Left Behind” system for the District and the State Department of Education. (E)
 - Arrange for site interviews within the framework of negotiated agreements. (E)
 - Maintain databases related to gender and ethnicity, job advertisements, recruitment and selection processes. (E)
 - Maintain and execute the layoff/recall processes, including calculation of seniority. (E)
- Credentials/Salary Establishment/Professional Growth Duties:

Advise/Support Human Resources staff on:

- Validating and processing requests for all required credentials, certificates, and licenses. (E)
 - LaserFiche, Informed K-12
 - All Frontline Systems
 - Matching credentials, certificates, and licenses with job assignments and verifying accuracy. (E)
 - Applying for emergency credentials for out of state employees. (E)
 - Applying for waivers to credentials as required. (E)
 - Monitoring the CSET/NTE/CBEST (and any other required) renewal requirements. (E)
 - Counsel employees regarding credential and licensure requirements. (E)
 - Counsel and monitor employee professional growth. (E)
 - Maintain credential/job match database. (E)

Contract Management (Employee/Employer Relations) Duties:

- Participate in all negotiation sessions as required. (E)
 - Participate in the initial level of grievances and arbitration hearings as required
 - Assist in the preparation of contract parameters. (E)
 - Assist in analysis, interpretation and application of collective bargaining agreements, statute, case law and Board Policy and any other applicable procedure and practices. (E)
 - Conducting, analyzing and applying research for Human Resources matters (E).
 - Prepare and submit Board Agenda items pertaining to personnel action. (E)
 - Prepare, revise and update job descriptions and HR policies and procedures. (E)
 - Under guidance, analyzing and preparing contract, side letter and agreement language. (E) · Assist with logging, monitoring and responding to complaints including, but not limited to, grievances, EEOC, DFEH, unfair practice charges, other claims and requests for information. (E)
 - Under guidance, meet with labor relations representatives to evaluate and, when appropriate, resolve concerns. (E)
 - Maintain confidential files for the Human Resources management. (E)
- Induction and Separation Duties:
- Ensure required materials are submitted and encoded. (E)
 - Scheduling and monitoring pre-employment processes including, but not limited to, fingerprinting, TB verification and I-9. (E)
 - Prepare and conduct employee orientation, (E)
 - Prepare and submit Board Agenda items pertaining to personnel actions. (E)
 - Ensure separation and termination procedures are followed. (E)

KNOWLEDGE AND ABILITIES:

Knowledge and skill in all facets of implementation and process for ESCAPE Knowledge and skill in all facets of *Informed K-12*

- Establish and maintain confidentiality in performing job duties
- Perform a wide range of analysis related to employment data
- Conduct procedural and administrative studies and recommend logical solutions
- Required to operate personal computer for the purpose of database management, data retrieval, and word processing
- Conduct classification studies
- Organizing and planning techniques
- Knowledge of principles and practices of personnel supervision
- Effective oral and written communication skills
- Positive personnel interaction and people skills
- Ability to cross train in other analyst areas
- Perform related duties as assigned

EXPERIENCE AND EDUCATION:

Any combination of education, training and experience equivalent to bachelor of arts degree in human resources, business administration, public administration or a related field. Education/degrees or certificates in human resources, business administration, public administration or a related field, preferred. Five (5) years of broad, varied and increasingly responsible analytical, technical, and administrative work with a large organization, preferably in the field of human resources and or education.

LICENSE OR CERTIFICATES:

- Possession of a valid California driver's license

ENVIRONMENT:

- Indoor work environment
- Constant interruptions

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment
- Hear and understand speech at normal levels and on the telephone with or without hearing aids · See and read a computer screen and printed matter with or without vision aids
- See, hear, and speak with/without assistive devices sufficient to communicate effectively with others
- Sit for extended periods of time
- Bend at the waist
- Reach overhead, above the shoulders, and horizontally, grasp, push/pull
- Lift and/or carry up to 25 lbs at waist height for short distances

Salary Placement:

Confidential Salary Schedule

Tier 4, Range O

12-month work year

Board Approval: November 14, 2023

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