

Sacramento County Office of Education Job Description

Classification Title: Personnel Analyst

DEFINITION

Under general supervision, performs complex and specialized duties related to the development, implementation, and administration of personnel functions for the Sacramento County Office of Education.

DIRECTLY RESPONSIBLE TO

Chief Administrator, Human Resources

SUPERVISION OVER

The Personnel Analyst may provide technical direction, train, assign tasks, and assist in reviewing the work of other personnel department staff as needed.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Classification and Compensation

Conducts job analyses and assists in maintaining classification plan; develops job descriptions including determining minimum qualifications; recommends positions to job classes; reviews classifications on a scheduled basis; develops a variety of forms and reports related to collection of data for job analyses; administers job analysis questionnaires, performs desk audits, and facilitates group job study discussions; assists in reviewing employment tests and interviews related to new and revised job classifications; researches labor market for salary surveys, minimum qualification standards, and benchmark classifications; evaluates compensation equity; prepares statistical reports related to classification processes; prepares relevant materials and presentations for the Classification Review Committee.

Recruitment and Selection

Assists in organizing and administering overall recruitment and selection functions including recommending effective methods for attracting applicants; creates advertisements and vacancy announcements; maintains contact with college placement centers; participates in job fairs; develops, reviews, and recommends changes to examinations; establishes hiring timelines; monitors and manages online application system; conducts and participates in panel interviews and oral examinations to determine candidate eligibility; assists in scheduling phases of the selection process with personnel staff; generates reports and statistics to ensure validity of the selection process.

Personnel Administration

Interprets and applies employment policies and procedures for certificated, classified, and management employees, applicants, and outside agencies; monitors position control data; prepares and maintains seniority records for various job classifications; monitors rehire lists; develops procedures, databases and forms to facilitate implementation of personnel policies; coordinates employee absence and substitute fulfillment maintenance; monitors and trains users in online substitute system; monitors employee leaves and ensures compliance with federal and state laws; reviews guidelines for eligibility on employee leaves of absence; provides instruction to employees and training on appropriate procedures for all types of leaves; creates and maintains leave trends including current leaves, returns from leaves, and intermittent leave implications; reviews, updates, and maintains LOA policies to ensure legal compliance; prepares highly technical documents, statistical reports, and other written materials related to personnel functions; completes a variety of tasks related to employment processes including letters, forms, bulletins, and reports; prepares and proofs data for employment contracts; maintains effective communications with individuals, employee bargaining units, groups, and associations within and outside the County Office; assists with special projects as needed; attends conferences, workshops, and meetings as assigned.

Credentials and Certificated Compliance

Plans and coordinates activities related to credentials and certificated compliance issues; develops and implements policies and procedures to assure credential activities comply with laws, guidelines, and regulations; determines certificated salary placement and eligibility for step increases and permanency; organizes work assignments and determines priorities related to credentials; trains and provides guidance and direction to personnel staff to assure timely and accurate performance of assigned activities; provides technical assistance and training to district staff regarding credentials and certificated assignment issues; evaluates eligibility for credentials, permits, waivers, and other assignment options; reviews and issues Temporary County Certificates; maintains current knowledge of laws, guidelines, and regulations governing credentials and other certificated compliance issues; develops and implements methods for efficient and effective processing of credential information; serves as liaison between school districts and the Commission on Teacher Credentialing (CTC); maintains data and generates reports regarding certificated staffing and initiatives related to teacher quality and certification.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience equivalent to a Bachelor's degree from a regionally accredited institution, preferably with specialization in public administration, personnel administration, business administration, or a related field; experience in recruitment, selection, classification, or credentialing; experience in a personnel department in a school or government agency highly desirable.

Knowledge of

Principles and practices of personnel administration including professional expertise in the classification, testing, and selection functions; current federal and state laws, codes, regulations, and rules related to classified and certificated employment practices including leaves, permanency, credential requirements, and certificated assignments; standard software applications including the use of databases; business forms, technical reports, and letter writing; research methods, statistical analysis, and data reporting; basic mathematical concepts; laws, rules, and regulations of public personnel including test validation and labor relations; principles and practices of training; correct English usage, grammar, spelling, punctuation, and vocabulary; market trends and applicant sources.

Ability to

Perform detailed analysis and make related recommendations; maintain current knowledge of, understand, interpret, apply, and accurately explain to others relevant policies, laws, regulations, and collective bargaining agreements; train and provide work direction to others; establish and maintain file systems; effectively coordinate a variety of simultaneous functions and activities within the personnel department; communicate clearly and concisely orally and in writing; provide guidance and facilitate discussions in individual and small group settings; develop and implement procedures to assure compliance with established laws, rules, and regulations; research, identify, analyze, and present appropriate data; maintain confidentiality of employee and recruitment information; accurately perform basic mathematical computations and statistical functions; work independently with little direction; plan and organize work to meet timelines; analyze situations accurately and adopt an effective course of action; operate a variety of office related equipment including computers; establish and maintain cooperative relationships with those contacted in the course of work assignments.

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