

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
HR ANALYST**

DEFINITION:

Under supervision of the Assistant Superintendent-Human Resources, the HR Analyst will assist in matters relating to the operation and efficiency of the Human Resources Department.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

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.

- Assist in the recruitment, selection, and assignment of qualified certificated and classified personnel.
- Process all assignments, transfers, dismissals, and promotions of personnel; certify classifications and salaries to the Business Department.
- Maintain adequate and confidential records of certificated and classified personnel.
- Administer and comply with provisions of the Education Code as they apply to personnel.
- Communicate personnel policies and practices to all employees.
- Provide support for employees and their supervisors.
- Develop and monitor a substitute system for all employee classifications.
- Coordinate countywide instructional assistant proficiency testing.
- Develop and coordinate an effective orientation, training, and development program for personnel.
- Conduct interviews and reference checking as assigned.
- Coordinate and monitor short-term and independent contractor contracts.
- Assist in developing and maintaining job descriptions for all positions.
- Coordinate employee evaluation system.
- Coordinate and monitor CBEDS.
- Coordinate Unemployment Insurance process.
- Participate on the Department's negotiating team.
- Evaluate transcripts for salary movement.
- Monitor positions.
- Perform other duties as may be assigned.
- Drive occasionally for department business (optional).

QUALIFICATIONS:

- High school education or equivalent
- Minimum of three years increasingly responsible personnel experience, preferably in education
- Typing/computer skills at a level necessary for expected job performance

Knowledge of:

The laws, regulations, and policies of public personnel administration including affirmative action; credential requirements for certificated personnel; Workers' Compensation; employee recruitment, selection, and orientation; staff evaluation and training

Ability to:

Plan, organize, assign, and coordinate personnel activities and staff; communicate effectively, orally and in writing; establish and maintain cooperative working relations; and operate a computer for word processing and management of information systems

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

Revised: July 2013