



Leadership • Collaboration • Support

JOB TITLE: Senior Human Resources Analyst

CSEA Salary Schedule, Range 39

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

This position performs complex technical and clerical work involved in all facets of the personnel functions related to the recruitment, examination, employment, employee records maintenance, and performance of employees. The position also provides support to the delivery of human resources services specific to credentialing and certification including advising internal and external individuals and organizations on credentials, emergency permits and policies for certificated assignments.

Incumbents may perform any combination of the qualifications and essential functions shown below. 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 principal job elements.

JOB REQUIREMENTS AND QUALIFICATIONS

- Ability to type accurately at 50 words per minute.
- High school diploma or equivalent.
- Knowledge of, and ability to interpret and apply a variety of rules and regulations to established administrative and departmental policies and procedures. These may include school personnel regulations, contract language, education codes, government codes, labor codes, and state and federal laws relating to human resources.
- Three years of experience working in school human resources preferred.
- Three years of various office bookkeeping or other clerical duties preferred.
- Ability to handle all materials with discretion and confidentiality.
- Ability to maintain positive public relations and communicate tactfully.
- Knowledge of efficient office methods and procedures.

- Excellent organizational skills.
- Ability to be flexible and receptive to change; demonstrate initiative.
- Knowledge of proper English usage, grammar, spelling, punctuation, and vocabulary.
- Ability to perform arithmetical calculations and apply them to routine fiscal posting and record keeping.
- Perform all the relevant duties of the position with limited supervision.
- Ability to analyze technical problems and develop and apply appropriate solutions within clearly defined guidelines.
- Ability to train staff and prioritize the work of others.
- Ability to prioritize work in order to meet multiple, recurring deadlines and maintain schedules.
- Ability to remain calm in stressful situations, listen to complaints and concerns, and resolve issues or refer situations to the appropriate person.
- Organize and maintain confidential records in a manner that ensures ready access and compliance with legal requirements on records retention.
- Sufficient human relations skills to effectively communicate technical and complex concepts to others having varying levels of understanding, deal with sensitive and complex issues, and convey a positive, service-oriented image of the department.
- Operate computers, printers, and software including position control, personnel, and payroll systems, leave tracking, word processing, databases, and spreadsheets.
- Knowledge of efficient office methods and procedures.
- Ability to understand instructions, both written and oral.

This work consists of complex clerical and technical/analytical duties at a high level of complexity. This job is performed at a journey person level within a classification series.

ESSENTIAL DUTIES

- Coordinates the activities involved in the recruitment, employment, and hiring processes for all Solano County Office of Education (SCOE) permanent and temporary employees.
- Provides information and clarifies procedures to applicants.
- Monitors job announcement timelines; coordinates, administers, and proctors all types of examinations including oral, written, and performance tests.

- Reviews employment applications ensuring compliance with minimum qualifications.
- Maintains testing files and employment eligibility lists.
- Ensures recruitment efforts are consistent, effective, and efficient and follow established SCOE practices.
- Prepares, processes, and ensures completion of pre-employment documents; verifies that potential employees possess proper licenses, credentials, required employment clearances, and/or certificates prior to employment.
- Upon recommendation of the administration, makes offers of employment to appropriate candidates.
- Creates and maintains the personnel files for all classified and certificated employees of SCOE ensuring appropriate documents regarding employment matters are complete.
- Maintains security and confidentiality of employment and testing files.
- Remains current regarding any personnel policy changes.
- Receives, verifies, and enters personnel transaction information onto the human resources/business information system. Records changes in work hours, classification and pay, job assignment, and demographic information. Sets up new employees onto the system.
- Works in close alignment with the payroll and benefits department to ensure that all employee information is accurate, in alignment with payroll and meets the needs of the county office.
- Generates routine and specialized reports related to employee data.
- Updates and maintains information related to individual employees, including but not limited to demographics, evaluations, clearances, and necessary medical exams.
- Processes transfers, reinstatements, reemployments, resignations, and retirements.
- Answers inquiries from employees on a variety of human resource topics.
- Enters information that supports position control.
- Schedules and facilitates new hire orientation.
- Collaborates with the special education and educational options department to insure proper assignment of classroom staff.

- Annually notifies classroom staff of their assignment for the following school year.
- Provides assistance in preparing intent to return notices.
- Coordinates, plans, and attends recruitment/hiring fairs. Registers SCOE attendees.
- Receives the public and acts as an information source about recruitments, testing, and activities of the Human Resources Department.
- Prepares internal and external vacancy notices for classified and certificated positions while maintaining compliance with contract language.
- Reviews and makes recommendations to improve the recruitment process.
- Coordinates interview processes, assuring all procedures are followed regarding interview questions and interview team, assuring all appropriate paperwork is completed by team chair.
- Establishes and maintains interview and new position files.
- Ensures that all appropriate letters regarding applications, interviews, and selections are sent to applicants.
- Composes letters and memorandums and types a variety of materials including complex forms, reports, purchase orders, and correspondence from copy, rough draft, and/or verbal instructions.
- Schedules employment physicals.
- Provides basic information on employee benefits.
- Attends meetings as assigned.
- Creates, updates and reviews various handbooks, lists, and forms for the Human Resources Department.
- Assists in compliance for modified work and Americans with Disabilities programs.
- Supports management in employment telephone checks on new hires.
- Exercises independent judgment in performing duties of position.
- Follows established policies and procedures.

- Advises and counsels a variety of internal and external individuals (districts, educators, applicants, new personnel, substitute teachers, charter, and private school educators, etc.) for the purpose of providing accurate information concerning state certification processes, policies, procedures, and related legal requirements to ensure educators have the correct credential or emergency permit to teach students and content in their assignment.
- Assists educators in submitting applications to the California Commission on Teacher Credentialing (CCTC) including analyzing transcripts, education, work experience, etc.
- Submits online recommendations for credentials to CCTC.
- Assists Credential Analyst and Induction Manager in processing and tracking requests for Temporary County Certificates (TCCs).
- Creates and maintains a variety of documents for the purpose of providing up to date reference materials in compliance with regulatory requirements.
- Runs payroll audits to notify districts of upcoming pay holds for certificated personnel and assists in resolving pay holds.
- Assists in coordination of matching support mentors to mentees (new SCOE educators, educators on emergency permits) and processes support provider timecards.
- Maintains credentials database in Human Resources Information System and registers Temporary County Certificates, credentials, archives credentials as needed, assists in weekly download of credentials from CCTC.
- Assists Credential Analyst and Induction Manager in auditing assignments in California Statewide Assignment Accountability System (CalSAAS).
- Assists Credential Analyst and Induction Manager in auditing California Longitudinal Pupil Achievement Data System (CALPADS) reports as they relate to credentialing.
- Attends conferences and trainings to stay current with Human Resources, California Commission on Teacher Credentialing, and California Department of Education policies and regulations.
- Creates promotional materials, flyers, etc. for Clear Administrative Credential Program (CACP)
- Monitors and assists in creating Clear Administrative Credential Program budget.
- Coordinates execution all Memorandums of Agreements and contracts for Clear Administrative Credential and Administrative Credential Program (districts, coaches, candidates, Local Program Coordinator)

- Registers all candidates for Clear Administrative Credential Program/Administrative Coaching Program in coordination with ACSA.
- Creates and submits invoices for candidate coaching services.
- Creates add-ons in Human Resources Information System to pay coaches.
- Onboards coaches for Clear Administrative Coaching Program/Administrative Coaching, registers coaches for mandatory trainings annually.
- Works with Local Program Coordinator in planning, scheduling, creating agendas, and setting up all meetings for Clear Administrative Credential Program (i.e., Solano Instructional Coaching Network, orientations, exit interviews).
- Completes Verifications of Employment for employees.
- Enters compensatory time into the human resources/business information system.
- Completes Human Resources reports as assigned.
- Serves as a backup for other Human Resources team members.
- Performs other related duties as assigned.

MARGINAL DUTIES

- Verifies employment status, by phone and in writing, as requested.
- Processes workers' compensation claims, fingerprint clearances, unemployment claims, and Department of Motor Vehicles (DMV) clearances.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a framework of standard policies and procedures.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)

Walking (15%)

Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (3)

Pushing and/or
Pulling Loads (1)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)