

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCE ANALYST-CLASSIFIED

BASIC FUNCTION:

Under the direction of the Director, Classified Human Resources, perform and supervise a wide variety of technical personnel duties involved in the recruitment, screening, testing, hiring, processing, classification and compensation of classified personnel; serve as a technical resources to employees, administrators, applicants, and the public regarding classified human resources; train and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, and implement the recruitment process for classified recruitments. **E**

Prepare, develop, coordinate, administer, analyze, score, and interpret pre-employment tests for classified employees working with subject matter experts. **E**

Make recommendations regarding pass points for examinations. Prepare eligibility lists for Personnel Commission and communicate information to applicants. **E**

Problem solves issues pertaining to classified employment. **E**

Communicate with incumbents and supervisors regarding the requirements of classifications; analyze job descriptions, perform job analysis, research and prepare changes in job descriptions for presentation to the Personnel Commission. **E**

Compile and prepare a variety of statistical and written reports; prepare and distribute a variety of forms, lists, correspondence and other materials related to assigned human relations functions. **E**

Respond to questions from applicants, administrators, employees and the general public regarding District policies, procedures and regulations related to classified employees. **E**

Train and evaluate assigned staff. **E**

Attend Personnel Commission meetings; prepare minutes, prepare and distribute agenda, announcement meetings in compliance with Brown Act requirements. **E**

Prepare revisions to Personnel Commission rules and classification specifications as necessary. **E**

Assist in the maintenance of website to ensure accurate and current information. **E**

Act as a resource during layoff preparations and reemployment. **E**

Prepare, maintain and evaluate a variety of manual and automated personnel files, records and reports. **E**

Develop and maintain professional relationships with all stakeholders. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical skills required in the areas of recruitment, testing, classification and compensation.
District procedures, rules and regulations regarding testing activities and Classified Human Resources.
Laws affecting the personnel function generally and testing in particular.
Modern office practices, procedures and equipment.
Record-keeping and data management techniques and procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
District organization, operations, policies and objectives.
Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Technical aspects of field of specialty.

ABILITY TO:

Perform specialized functions relating to testing activities, classification, and compensation.
Stay current with changes in the industry.
Interpret, explain and apply District policies and procedures regarding testing activities and classified personnel rules and regulations.
Make arithmetic calculations quickly and accurately.
Keyboard at an acceptable rate of speed.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Perform a variety of specialized clerical duties related to classified personnel.
Plan and organize work.
Maintain complex and confidential records and files.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Operate a variety of office equipment including software applications.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in Human Resources, Organizational Psychology, Business or related field and two years (full time equivalent) professional experience in recruitment, selection, and/or classification . A Master's Degree in a related field may be considered in lieu of the work experience.

LICENSES

California Driver's License with transportation.

WORKING CONDITIONS:

ENVIRONMENT:

Office Environment.
Constant interruptions.

PHYSICAL ABILITIES:

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard.
Kneeling or crouching.
Bending at the waist.
Hearing and speaking to exchange information in person or on the telephone.
Lifting light objects.

HAZARDS:

Contact with dissatisfied or abusive applicants dissatisfied with test results and employees being terminated.