



PERSONNEL COMMISSION

Class Code: 5195
Salary Range: 40 (M2)

STAFFING ANALYST - HUMAN RESOURCE SERVICES

JOB SUMMARY

Under general direction, perform highly responsible and professional personnel administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking and customer service; serve as a resource to District personnel, applicants and others concerning certificated personnel policies, procedures, laws, codes, rules and regulations; train and supervise assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform highly responsible and professional personnel administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking and customer service; assure compliance with applicable laws, codes, rules and regulations. **E**
- Serve as a resource to District personnel, applicants and others concerning certificated personnel policies, procedures, laws, codes, rules and regulations; participate in the formulation and amendment of policies, procedures, rules and regulations; communicate with administrators regarding staffing needs. **E**
- Train and evaluate the performance of assigned clerical and paraprofessional staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and adjust work flow and assignments to meet time lines. **E**
- Develop recruitment strategies including advertisements and attendance at job fairs; network with other agencies to distribute and publicize certificated vacancies and substitute positions; post vacancies on employment web sites; prepare recruitment calendar; develop plans to fill vacancies in high need areas. **E**
- Administer an online applicant tracking system; authorize and create user accounts; provide internal and external end user technical support; research and resolve online application issues; maintain and update certificated recruitment web page. **E**
- Provide information to applicants regarding certificated opportunities within the District, requirements for employment and application status; review personnel files and prepare recommendations regarding reemployment; maintain confidentiality of sensitive and privileged information. **E**
- Review applications and supporting documentation to determine which applicants are qualified and will move forward in the process; screen out applicants that do not meet District hiring standards. **E**

- Schedule and conduct initial District interviews with substitute and credentialed applicants; utilize established teacher interview protocols to conduct initial District interviews with credentialed applicants. *E*
- Review and sign letters of regret; serve as first-level of appeal for regretted applicants; review and respond to applicant appeals; organize appeal committees as necessary. *E*
- Communicate with administrators, school site staff, outside agencies, applicants and vendors to coordinate staffing activities, resolve issues and conflicts and exchange information; advise administrators of unusual trends or problems and recommend appropriate corrective action. *E*
- Participate in implementing certificated staffing reductions; plan, develop and provide displacement services for affected employees. *E*
- Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; compose a wide variety of formal correspondence and other written materials. *E*
- Oversee compilation of applicant and staffing information for inclusion in the Human Resource Services Annual Report, EEOC documents, Public Records Requests and other reports. *E*
- Design and conduct a variety of surveys related to certificated staffing practices, policies, regulations, and procedures; prepare related recommendations for administrative review. *E*
- Research, compile and provide a variety of information for reports, special projects, Board of Education meetings and contract negotiations; make recommendations to administration regarding certificated personnel matters as requested. *E*
- Attend a variety of meetings including Board of Education, Principal and School Site meetings to observe actions, speak publicly about complex certificated personnel issues, respond to questions, and make official presentations as requested. *E*
- Participate in the development and preparation of recruitment budgets; control and authorize expenditures in accordance with established guidelines and limitations. *E*
- Review and approve vacancy assignments as assigned by the position; serve as an alternate approver for senior management as assigned. *E*
- Operate a computer and assigned software; drive a vehicle to conduct work. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Staffing Analyst – Human Resource Services classification is the journey-level management classification in the Human Resource Services classified management Analyst series. An incumbent participates in the administration of various functions of the District's certificated staffing including recruitment, applicant tracking and customer service. Incumbents serve as the certificated applicant tracking system administrator and oversee the online certificated application process. Incumbents train and supervise

clerical and paraprofessional staff and interact with District personnel, outside agencies and the general public.

Employees within this class are distinguished from the Associate Analyst – Human Resource Services by the performance of the full range of duties and work, which when reviewed, is reviewed as a final product. Incumbents utilize established teacher interview protocols to conduct initial District interviews with credentialed applicants. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit and department. Positions in this class are normally filled by advancement from the Associate Analyst level, or when filled from the outside, require significant related experience.

EMPLOYMENT STANDARDS

Knowledge of:

- Practices and procedures related to certificated personnel.
- State of California credential requirements and procedures.
- Applicable sections of State codes, collective bargaining agreements and other laws related to personnel activities.
- District certificated personnel policies and procedures.
- Principles and practices of supervision and training.
- Established teacher interview protocols.
- District organization, operations, policies and objectives.
- General budget practices regarding monitoring and control.
- Record-keeping and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.

Ability to:

- Perform highly responsible and professional personnel administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking and customer service.
- Train, supervise and evaluate the performance of assigned personnel.
- Develop recruitment strategies for certificated vacancies and substitute positions.
- Screen and evaluate certificated employment applications.
- Interpret, apply and explain laws, regulations, policies, procedures and contract language.
- Interview applicants utilizing established teacher interview protocols.
- Maintain confidentiality of sensitive and privileged information.
- Analyze situations accurately and adopt an effective course of action.

Make generalizations, evaluations or decisions without immediate supervision.
Administer a computerized applicant tracking system.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Communicate effectively, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Plan, prioritize and organize work.
Prepare and maintain records and files.
Research, compile and analyze data.
Prepare comprehensive narrative and statistical reports.
Prepare and deliver oral presentations.
Work independently with little direction.

Education and Training:

Bachelor's degree in public, business, or human resources administration, education or a closely related field.

Experience:

Three years of experience involving certificated personnel activities such as recruitment, applicant tracking and staffing including one year at a management or supervisory level. Experience in a California public school setting is preferred.

A master's degree in public, business, or human resources administration, education or a closely related field may be substituted for one year of the required experience.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

Applicants must provide proof of completion of teacher interview protocol training prior to appointment in this classification.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.
Potential for contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment and a computer keyboard.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person or on the telephone.
Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

DATE: 5/14/15