

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: PERSONNEL ANALYST**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of professional, technical and analytical duties in support of the Personnel department including classification, salary administration, position control, recruitment and selection, employee training, and health and welfare benefits administration.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of professional, technical and analytical duties in support of the Personnel department including classification, salary administration, position control, recruitment and selection, employee training, and health and welfare benefits administration.

Participate in the maintenance of the classification system; assist in the development of survey instruments; conduct job evaluation and position classification studies; conduct objective appraisal and job evaluation interviews; prepare and revise position specifications; make recommendations based on findings.

Conduct salary and benefits surveys; analyze data and recommend adjustments and internal relationships; complete salary and benefits surveys for outside agencies as directed; prepare related governmental reports and submit to appropriate agency.

Assist in coordinating and conducting personnel administration in-service programs; conduct new employee orientations as assigned.

Monitor personnel activities to assure District compliance with affirmative action goals and objectives.

Compile and analyze data; prepare and maintain a variety of records and reports related to personnel functions and assigned activities; review and verify personnel documents related to position control; establish and maintain filing systems.

Serve as an informational resource to the public concerning a variety of personnel programs and activities; respond to inquiries and provide information concerning personnel policies and procedures.

Provide technical assistance regarding personnel issues to District supervisory and management personnel; participate in negotiation sessions, discussions and grievance sessions regarding employee classification and compensation concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Communicate with District personnel and various outside agencies to exchange information,

coordinate activities and resolve issues or concerns.

Participate in special projects as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, methods and procedures utilized in position control, recruitment and selection, job evaluation, position classification, and salary and benefits administration.

Principles and practices of public personnel administration.

Principles and guidelines of equal employment opportunity and affirmative action.

Research methods and statistical theory and applications.

Applicable laws, codes, regulations, policies and procedures.

District organization, operations, policies and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

Basic arithmetic.

**ABILITY TO:**

Perform a variety of professional, technical and analytical duties in support of the Personnel department including classification, salary administration, position control, recruitment and selection, employee training, and health and welfare benefits administration.

Interpret, apply and explain rules, regulations, policies and procedures.

Conduct salary and benefits surveys and position classification studies.

Research, analyze, assemble and prepare data for records and reports.

Maintain records and files.

Compile and verify data and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate standard office equipment including a computer and assigned software.

Make arithmetical calculations with speed and accuracy.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in human resources, business administration or related field and one year of professional personnel experience including compensation and classification duties.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*