

SUNNYVALE SCHOOL DISTRICT

CLASS TITLE: CONFIDENTIAL HUMAN RESOURCES SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of the Human Resources Administrator, performs responsible technical and clerical duties in support of the District's classified and certificated personnel programs and activities, as well as Human Resources information systems. This position requires the person to be directly involved in collective bargaining data and is thereby designated as a confidential position under collective bargaining law.

ESSENTIAL FUNCTIONS:

- Serve as the primary administrative support to the Human Resources administrator.
- Provide outstanding customer service to District staff and community. Respond promptly accurately and compassionately to inquiries, problems and complaints from staff and community. Display confidence and sound judgment in determining when and how to seek assistance in responding to inquiries, problems and complaints.
- Maintain the department website and social media.
- Perform responsible technical and clerical duties in support of the District's classified and certificated personnel programs and activities; assist other administrative staff in conducting the comprehensive personnel programs as requested.
- Understand HR processes and proactively develop and assist HR in the implementation of workflow process and/or technology solutions to enhance customer service, improve process efficiency and reduce costs.
- Responsible for Human Resources data systems, processes, and metrics with guidance from the Manager of Information Systems and Human Resources.
- Create workflow documentation to assist and train district staff using Human Resources data systems.
- Perform quality checks to ensure accuracy and currency of all information.
- Keep up to date with innovations in Human Resources information systems.
- Work with Human Resources system vendors on system requirements, customizations, trouble shooting and training.
- Serve as a member of the Human Resources committees, as assigned.
- Analyze and maintain complex certificated personnel records involving credentials, transcripts, medical records, personnel records and other confidential information.
- Determine appropriate employee salary schedule placement consistent with Board Policy and Collective Bargaining Agreements under the direction of the Human Resources Administrator.
- Analyze, administer and maintain collective bargaining agreements under the direction of the Human Resources Administrator.
- Maintain attendance records of department staff.
- Reconcile and process all invoices through QCC using correct account structures for payment and maintain department's petty cash.

- Conduct telephone inquiries and reference checks to obtain information on potential employees under the supervision of the Human Resources administrator.
- Manage the District's Workers Compensation program, including maintenance of records.
- Serve as the District representative between employees, medical providers, and District Workers Compensation companies.
- Manage the District's property and liability claims program.
- Implement and track mandated employee trainings.
- Update and distribute mandated annual employee notifications.
- Assist with personnel recruitment activities; provide information regarding salaries, District policies, procedures, regulations, and requirements to classified and certificated applicants and current employees.
- Distribute, receive, screen, and process employment applications according to established procedures; maintain applicant information; compile applications, schedule interviews, and contact administrators and applicants for interview sessions.
- Verify required certificates and data, such as CPR, First Aid, and Tuberculin (TB); update employee health information; notify employees of credential and TB expiration dates.
- Collect, prepare and maintain consultant and individual contracts to be submitted to the Board for approval. Develop Board Policy, Administrative Regulations and Exhibit drafts for review by Cabinet level administrators. Advise administrators when Board Policy, Administrative Regulations and Exhibits need to be updated. Input District policies, regulations, and manuals, into appropriate computer and data base systems.
- Establish and maintain communication with the Department of Justice for purposes of fingerprinting and background checks of new employees as well as volunteers who will be unsupervised while working with students.
- Update and maintain: CBEDS files and other state level reports; assist administrators and other office support personnel to verify accuracy of reports and correct employee files and records as necessary.
- Respond to requests for information, audits and other reports.
- Coordinate, plan, and communicate the Professional Development Program for Classified employees.
- Assist with activities, such as new teachers' orientation, employee celebrations, workshops, and other events as assigned.
- Compile and maintain staffing information including position control.
- Prepare, maintain, and process a variety of confidential correspondence, records and reports.
- Utilize a variety of modern office equipment.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Methods, practices, terminology and procedures used in human resources administration.

Recruitment activities for District certificated and classified employees.

District, State and federal laws, codes, regulations, policies, and procedures concerning human resources administration including California Commission on Teacher Credentialing rules and regulations; and Federal and State Labor Laws; especially Workers' Compensation, FMLA and CFRA.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Modern office practices, procedures, and equipment, including district software.

Correct English usage, grammar, spelling, punctuation and vocabulary. Telephone techniques and etiquette.

District's organization, philosophy, goals and objectives.

District's collective bargaining agreements.

Record-keeping and record-checking techniques using available technology.

Principles of staff and public relations.

Operation of computer, data entry techniques and software programs.

ABILITY TO:

Provide technical assistance and training to District staff.

Troubleshoot and resolve basic system issue for District staff.

Analyst, research and recommend system solutions to processing of employee data.

Initiate and check records with speed and the highest level of accuracy.

Read, interpret and apply technical, legal, collective bargaining, and policy materials to specific situations.

Effectively meet administrative and professional personnel and the public in situations requiring tact, poise and good judgment.

Establish and maintain cooperative and effective working relationships with others

Communicate effectively both orally and in writing.

Complete work with many interruptions.

Perform a variety of technical and clerical duties related to District activities and programs for certificated and classified personnel.

Develop and maintain confidential personnel records using current Human Resource software systems.

Provide accurate information and assistance to employees, applicants, supervisors, and administrators.

Update and maintain a variety of files and records.

Type accurately at an acceptable rate of speed.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Work independently with a minimum of direction.

Ability to read, write, and speak fluently in Spanish is strongly desired.

EDUCATION AND EXPERIENCE:

Graduation from high school; AND three (3) years of responsible office or HR experience, preferably in a District Office or school setting, involving record-keeping, computer data entry, word processing, and public contact duties. Associate Arts degree or equivalent preferred.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment; subject to considerable distraction and noise from constant interruptions and office activities.

PHYSICAL ABILITIES:

Sitting and viewing a computer monitor for extended periods of time, dexterity of hands and fingers to operate a computer keyboard, reaching to retrieve and maintain files, bending at the waist, and hearing and speaking to communicate with others.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Memorandum of Understanding between the Sunnyvale School District and the Sunnyvale Classified and Certificated Association for Management Personnel (SCCAMP).