

CLASS TITLE: CONFIDENTIAL PERSONNEL ANALYST**BASIC FUNCTION:**

Under the direction of the Human Resources Administrator, the Confidential Personnel Analyst performs a wide variety of complex and technical personnel functions; prepare, maintain, process and verify various personnel data, forms, records and reports; provide customer service to employees and the public with responsibility and confidentiality. 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 DUTIES:

1. Prepare a variety of activities in support of various human resources functions and transactions; compile, assemble, verify and process a variety of personnel data and information; resolve personnel related issues and concerns in a proper and timely manner.
2. Input and update personnel and a variety of other data and information in an assigned computer system; establish and maintain automated records and files using state of the art absence tracking and position control data systems; initiate queries, develop spreadsheets and generate computerized reports and documents; assure accuracy of input and output data.
3. Maintain all aspects of absence tracking for assigned department staff.
4. Assist in recruitment efforts for classified and certificated personnel; initiate job postings using 21st century recruitment sites such as Edjoin.org; prepare, organize and maintain an applicant tracking system; arrange testing appointments with potential candidates; assist in screening applications; initiate, organize and maintain employment application files using paperless filing system; schedule interviews with applicants for classified and certificated vacancies; follow-up with applicants on outcome of selection process.
5. Conduct telephone inquiries and reference checks to obtain information on potential employees under the supervision of the Human Resources Administrator.
6. Establish and maintain communication with the Department of Justice and the county office of education for purposes of fingerprinting and background checks on new employees as well as volunteers who will be unsupervised while working with students.
7. Process new personnel; conduct orientations; arrange for and provide information to new employees regarding fingerprints, TB tests, and other pre-employment physicals; prepare and explain employment packets and paperwork; initiate salary placement, prepare and maintain personnel files and contracts using paperless record keeping systems.
8. Record personnel actions and employee contracts in position control systems such as QCC and Digital Schools, and coordinate changes with district payroll department. Monitor position control numbers for employees.

9. Establish, maintain, and update personnel records and files; process personnel actions such as promotions, position changes, increment changes, educational training credits and range changes, and annual longevity changes using position control systems.
10. Organize and maintain personnel files of all employees.
11. Maintain and update seniority lists by classification and in accordance with collective bargaining agreements and Ed Code.
12. Provide evaluation timelines and information to site and department managers as requested and track annual evaluations using data systems.
13. Analyze transcripts for eligibility for teaching credentials and salary placement; prepare agenda items regarding credentialing issues for Board of Education; prepare paperwork to obtain emergency permits and waivers from the Commission on Teacher Credentialing coordinate with credentialing department personnel at the SCCOE and the CTC to assist employees with credentialing issues.
14. Apply the provisions of the SEA and CSEA collective bargaining agreements and the SCCAMP Memorandum of Understanding; and seek guidance/interpretation from the Human Resources Administrator when appropriate.
15. Maintain a tracking system to assure all certificated employee credentials are current and forward notices of pending credentials expirations from SCCOE to certificated employees.
16. Assist in maintaining spreadsheets with Highly Qualified Teacher data as per ESEA legislation.
17. Assist in recommendation process to CTC for teachers who have completed Teacher Induction Program requirements.
18. Monitor certificated assignments to ensure employees are appropriately credentialed to provide assigned services.
19. Assist in monitoring FTE allocations/staffing at school sites.
20. Keep up-to-date lists of leaves of absence, resignations, terminations, new hires, and tenured/probationary/ temporary status.
21. Process and track all FMLA/CFRA leaves; and coordinate changes with district payroll department.
22. Monitor all transfer requests and compile a list of site vacancies.
23. Learn and apply technical and legal procedures relating to personnel activities.
24. Word-process correspondence, assist in compiling reports and statistical data of technical nature.

25. Communicate with comparison school districts with regard to contract settlement, salary increases, job descriptions, and work year and fringe benefit information pertaining to collective bargaining and negotiations.
26. Serve as a member of the CSEA Job Description Review Committee. Maintain current job descriptions for all District classifications. Research and recommend modifications as needed.
27. Work with the Staff Secretary to arrange for and assign substitute personnel using a substitute management system such as eSchool Solutions to fill employee absences as assigned; process substitute requests; notify appropriate employees of substitute requests and assignments as needed; and maintain classified substitute files, applications, and payroll processing.
28. Send out notices of reasonable assurance to all classified employees with less than 12 month work year.
29. Coordinate with SCCOE to process unemployment claims.
30. Maintain department's petty cash; reconcile and process all invoices through QCC using correct account structures for payment.
31. Prepare, duplicate, and keep current all department forms including new hire payroll and benefit packets.
32. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage, composition, grammar, spelling and vocabulary;
Oral and written communication skills;
Filing procedures;
Record-keeping and record-checking techniques using available technology;
Principles of staff and public relations;
Operation of computer and data entry techniques and software programs;
Modern office practices, procedures and equipment;
Telephone techniques and etiquette;
District's organization, philosophy, goals and objectives;
District's collective bargaining agreements;
California Education Code;
California Commission on Teacher Credentialing rules and regulations; and
Federal and State Labor Laws; especially FMLA and CFRA.

ABILITY TO:

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 objectively;
Effectively meet administrative and professional personnel and the public in situations requiring tact, poise and good judgment;
Operate a computer terminal to enter data, maintain records and generate reports;
Establish and maintain cooperative and effective working relationships with others;
Communicate effectively both orally and in writing; and
Complete work with many interruptions.

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.

LICENSE:

Possess a valid California Driver License.

WORKING CONDITIONS:

Work collaboratively with all District Office departments and school site personnel.

TERM 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 Agreement between the Sunnyvale School District and the Sunnyvale Classified and Certificated Association for Management Personnel (SCCAMP).