

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Personnel Analyst

CLASSIFICATION: Confidential

REPORTS TO: Director of Personnel

SCHEDULE: Confidential

WORK YEAR: 12 Months

BOARD APPROVAL: 07/14/2016

BOARD REVISION:

PRIMARY FUNCTION: Under general supervision of the Director of Personnel, perform a variety of complex and confidential assignments and clerical support for all personnel; analyze and monitor credentials for the purpose of compliance; maintain personnel databases and employment records; inform employees of their employment rights and responsibilities; perform tasks related to employer/employee relations; and perform other related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by contributing to an organized District Office environment, maintaining positive public relations, and improving the flow of communications and information for the Superintendent and District Cabinet.

SUPERVISION OVER: Not Applicable

REPRESENTATIVE DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Performs highly responsible administrative support duties for the Director of Personnel to assist in their administrative functions.
- Prepares written materials e.g. memos, emails, etc., for the purpose of conveying information regarding division and/or district activities and/or procedures.
- Assists with the processing of confidential information including grievances, complaints, employee discipline, negotiations, and bargaining unit requests for information.
- Assists the Director of Personnel in preparation of employer/employee relation materials and other data needed for negotiations with certificated and classified personnel.
- Attends meetings and negotiation sessions as needed to take and transcribe minutes.
- Notifies district administrators of employees due for evaluation and evaluation due dates; monitors receipt and follows up on late evaluations.
- Evaluates situations and or issues involving district employees, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to telephone, in-person, and written inquiries of staff, the public, parents, governmental officials/representatives, private enterprise, etc. for the purpose of providing information and/or direction.
- Coordinates division activities acting as contact and reference source for the purpose of conveying information and meeting appropriate timelines.
- Coordinates the preparation and distribution of bargaining unit agreements and contracts as needed.
- Maintains a variety of specialized files and ensures confidentiality of specified records.
- Initiates and/or coordinates the revision of forms and documents used in the operational management of the personnel office to ensure compliance and up-to-date information.
- Requisitions, receives, stores, and distributes supplies and office materials; oversees the maintenance of materials and equipment inventory.
- Monitors assigned activities, critical timelines, etc. for the purpose of ensuring compliance with legal and/or administrative requirements.

- Updates the Personnel Division website to ensure that relevant materials (i.e. salary schedules, job descriptions, contracts, etc.) are readily accessible to employees and the public.
- Advertises vacancies and new positions that comply with applicable bargaining unit contract guidelines, Education Code, and/or district policies.
- Conducts on-boarding meetings for new employees for the purpose of informing them of their rights and responsibilities according to the law, district policies, and the bargaining unit agreement when applicable, and to ensure all required paperwork is completed and timely.
- Monitors and ensures employee health records are up to date, when applicable.
- Monitors fingerprinting requirements and ensures that all employees are compliant prior to rendering services.
- Coordinates, administers, and grades tests for specific position requirements.
- Serves as contact for the District to the CTC, and the County Office of Education relative to credentialing.
- Assists with pre-intern and intern programs; maintains current information related to credential requirements, and provides current information to others as needed.
- Maintains and updates staffing database to track seniority, identify vacancies, and maintain position control.
- Compiles information from a variety of sources and prepares independent, advanced, analytical reports required by the district or bargaining unit for use in contract negotiations, grievance resolution, layoff, and/or employee discipline processes.
- Communicates with personnel, various outside agencies, and the public to exchange information, coordinate activities, and resolve issues.
- Operates a variety of standard office equipment including a calculator, copier, fax machine, typewriter, computer, and assigned software.
- Receives, sorts, and distributes mail.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- Associate Degree or a minimum of 60 units from a WASC accredited college or university with major emphasis in Business/Business Administration OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Bilingual in English and Spanish highly desirable.
- Prior experience working in a school district setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.
- CPR and first aid certification offered and required by the District yearly.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF:

- Functions and secretarial operations of a school district and administrative office.
- District and school policies, rules, and procedures.
- Applicable laws, codes, and regulations.
- Modern office practices and procedures.
- Correct English usage, composition, grammar, spelling, and punctuation.
- Oral and written communication skills.
- Public relations techniques.
- Business letter and report writing, editing, and proofreading.
- Basic mathematical skills.
- Financial record-keeping techniques.

- Basic budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Computer procedures, software, and applications.

**Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

ABILITY TO:

- Perform highly responsible and confidential executive administrative support services.
- Deal effectively and responsibly with personnel matters requiring diplomacy, friendliness, poise, and firmness.
- Organize complex material and summarize discussions and actions taken in report or minutes form.
- Exercise discretion, initiative, and sound judgment.
- Establish priorities to plan and coordinate projects.
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Develop and maintain complex and confidential files, records, and organizational systems.
- Communicate effectively both orally and in writing.
- Understand and resolve issues, complaints, or problems.
- Compose effective correspondence and written materials independently or from oral instructions.
- Maintain financial records pertaining to clerical accounting duties.
- Compile and verify data to prepare comprehensive reports concerning a broad spectrum of subject matter.
- Operate a variety of office equipment including a computer and assigned software and applications.
- Make mathematic calculations with speed and accuracy.
- Demonstrate proficiency in keyboarding and typing.
- Analyze situations and suggest appropriate action(s).
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions and attention to deadlines.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

PHYSICAL DEMANDS (*With or without the use of aids*)*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize office equipment, etc.
- Work is performed while positioning self to access files and supplies.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; potential exposure to blood, blood-borne pathogens, bodily fluids, communicable diseases, chemicals, antiseptics, and disinfectants.