

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES ANALYST

BASIC FUNCTION:

Under the direction of the Director – Employee Resources, assist in the administration and supervision of a comprehensive and diversified personnel program for classified employees; perform professional-level personnel work relating to employee personnel and health and welfare benefits.

REPRESENTATIVE DUTIES:

Assist in the administration and supervision of a comprehensive and diversified personnel program for classified employees; perform professional-level duties to assist the Director with personnel functions and employee health and welfare benefits. *E*

Interpret for classified employees, supervisors, and administrators, merit system rules and regulations, labor agreements and contracts, personnel-related sections of the California Education Code and District policies related to classified personnel. *E*

Assist in the development of operating policies and procedures and recommend changes as appropriate. *E*

Coordinate the preparation and maintenance of a variety of reports, records, lists and files; oversee the compilation and maintenance of a variety of statistical analysis reports and graphic presentations such as graphs and charts. *E*

Train and provide work direction to department clerical support staff; monitor office workflow and assure compliance with established timelines, procedures and standard of quality. *E*

Assist with the procedures relating to classified employee transfers, grievances, leaves of absence, evaluations, layoffs and discipline/dismissal issues. *E*

Maintain current knowledge of legal requirements, State and Federal regulations, and Board of Education directives; communicate to appropriate personnel and assist with procedural changes as needed. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resource administration best practices and related procedures.

Statistical analysis methodology and methods used in research projects.

Laws and regulations related to human resource functions.

Collective bargaining processes for classified and certificated employees.

Applicable sections of State Education code and other applicable laws, including Public Employees Retirement System (PERS) and State Teachers' Retirement System (STRS).

Employee health and welfare plans.

Supervisory practices and techniques.

Technical aspects of field of speciality.

Oral and written communication skills.

District organization, operations, policies, and objectives.

ABILITY TO:

Supervise, direct and the Human Resources and Benefits staff.

Organize, coordinate, and implement the diverse functions of a staff performing the varied human resource functions.

Interpret, apply, and explain laws, procedures, and regulations pertaining to the human resource function and employee health and welfare benefits.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Train, supervise, and evaluate performance of personnel.

Work confidentially with discretion.

Operate computer work stations and other office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in human resources, business or a related field; and/or three years of professional experience related to human resource supervision.

WORKING CONDITIONS:

ENVIROMENT:

Office environment.

PHYSICAL ABILITES:

Bending, pushing, moving, lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate computer and office equipment, hearing and speaking to exchange information, sitting for extended periods of time, and vision to analyze and assure accuracy of applications and other documents.