

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Human Resources Analyst	REPORTS TO:	Director, Classified Personnel
DEPARTMENT:	Human Resources	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	042 Confidential
REVISED:	October 9, 2001		

BASIC FUNCTION:

Independently perform highly responsible professional and technical classification and compensation duties, recruitment duties, and other assignments related to human resource services; conduct a broad range of individual and group job classification studies and salary surveys.

REPRESENTATIVE DUTIES: (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 is intended to accurately reflect the principal job elements.)

E = Essential Functions

Study and recommend appropriate classifications and salary grades for new and existing positions, including management. **E**

Conduct classification reviews of positions in a class or group of classes to maintain equity in the classification and pay system. **E**

Prepare and revise official position descriptions. **E**

Calculate salary schedules; administer salary schedule rules and regulations. **E**

Participate in or conduct salary and benefits surveys and cooperate with other agencies and private firms by responding to survey inquiries. **E**

Conduct research projects, evaluate information, make analyses, and prepare reports with rationale and conclusions. **E**

Perform professional personnel administration duties pertinent to recruitment, examination, and selection of employees. **E**

Research and draft response to complaints alleging discrimination involving employment practices. **E**

Provide specialized services including researching and compiling data pertaining to the district's negotiations with designated exclusive representatives. **E**

Collect and analyze prevailing salary data in the local or regional area and participate in the development of recommendations for salary adjustments for a broad range of classified service job classes. **E**

Provide inservice training related to human resource services. **E**

Direct the work of clerical staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a bachelor's degree in personnel, public, or business administration or graduate courses in these or other directly related field and three years of recent, progressively responsible, diversified, professional classification and compensation and/or personnel experience, one year of which must have been in a similar or lower level human resources analyst job class in a public agency or large private firm.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public personnel policies, practices, and procedures, including position classification, salary administration, recruitment, examination, and training.

A wide variety of occupations, including the district's standard job classes.

Basic mathematics, including commonly used statistical applications.

ABILITY TO:

Calculate salary schedules.

Operate a microcomputer using standard software.

Communicate effectively orally and in writing.

Prepare reports and make presentations.

Apply business and statistical research and reporting techniques.

Gather and analyze data.

Draw logical conclusions and make recommendations.

Perceive organizational implications of decisions and recommendations.

Participate effectively in conferences and interviews with the public and all levels of staff.

Establish and maintain effective working relationships with all levels of staff and the public.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read and prepare documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bending at the waist and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies, lifting light objects.

NOTE: This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.

Revised 4.2.04—PeopleSoft

Job Code 7073

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