

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: HUMAN RESOURCES ANALYST

MANAGEMENT SALARY RANGE: 10

BASIC FUNCTION:

The Contra Costa County Office of Education announces an opportunity to apply for the position of Human Resources Analyst. Under the direction of the Assistant Superintendent, Human Resources, perform a variety of specialized duties in support of assigned Human Resources functions; serve as a technical resource to employees, applicants and outside agencies regarding personnel functions, activities and requirements; respond to inquiries, resolve issues and conflicts, and provide technical and detailed information concerning related laws, codes, rules, regulations, policies and procedures; monitor employee absences due to occupational or non-occupational injuries, illnesses or other leaves and serve as claim coordinator for workers' compensation claims for the County Office; Employee Self-Service (ESS) administrator, Edjoin District administrator, provide specialized technical assistance for Human Resources and Payroll with the Financial Services; perform Financial System/HR functions including monthly/yearly processes, coordinating interviews, orientation of new employees, maintaining web site information related to personnel and including inputting data and retrieval of a variety of reports from the employee management system; and other personnel related functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties in support of assigned Human Resources functions; serve as a technical resource to employees, applicants and outside agencies regarding personnel functions, activities and requirements; respond to inquiries, resolve issues and conflicts, and provide technical and detailed information concerning related laws, codes, rules, regulations, practices, policies and procedures.

Complete the required data needed for the state's J-90 report annually.

Monitor employee absences due to occupational or non-occupational injuries, illnesses or other leaves; assure compliance with applicable leave laws, rules and regulations; provide information and disability insurance forms to employees as needed; communicate with employees regarding injuries and illnesses and early return to work procedures.

Serve as liaison with County Office employees, insurance companies and workers' compensation; serve as claim coordinator for the County Office; answer questions and provide information to supervisors, employees, insurance representatives and workers' compensation administrators; maintain claim files and related records.

Serve as safety coordinator in areas related to organizing and attending meetings and answering safety related questions from employees and staff; record minutes and provide agendas for the meeting.

July 2014

Provide specialized technical assistance for Human Resources and Payroll with the Financial Services.

Provide technical assistance with the year-end human resources functions with regard to employee data rollover.

Monitor and audit employee data and records to ensure accuracy of information entered into the Financial system.

Perform substitute recruitment activities, coordinating interviews, orientation of new employees, maintaining web site information related to personnel and including inputting data and retrieval of a variety of reports from the employee management system; and other personnel related functions.

Prepare and maintain a variety of records, reports and files related to recruitment, advertisements and assigned activities; participate in the implementation of an employee handbook for the County Office; design and prepare brochures, bulletins and announcements; develop and organize employment packets for new hires.

Input a variety of employee information into an assigned computer system; maintain automated employee files and records; generate a variety of computerized lists and reports as requested; assure accuracy of input and output data.

Assimilate data, generate and retrieve a variety of reports from the employee attendance management system.

Set up equipment for meetings and presentations as requested.

Communicate with County Office personnel, administrators, outside agencies and others to exchange information and resolve issues or concerns with discretion and confidentiality; referring more difficult or sensitive issues to supervisor as needed.

Establish and maintain a variety of personnel files and records according to established policies and procedures; process and update records and files related to assigned activities.

Assist in the development, implementation and evaluation of human resources policies, standards and procedures to enhance departmental efficiency; develop forms and documents to meet departmental needs; research a variety of personnel information and requirements as needed.

Participate in interview panels and pre-screening applications to determine eligibility of candidates as assigned.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.

Attend and participate in various meetings as assigned; maintain current knowledge of laws, rules

and regulations related to assigned personnel functions.

Train and provide work direction to assigned staff.

OTHER DUTIES:

Input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; assure accuracy of input and output data.

Participate in various special projects and events as assigned.

Train and provide work direction to staff as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office terminology, functions, practices and procedures.
Practices and procedures related to classified and substitute personnel.
Principles, techniques, procedures and terminology involved in assigned activities.
Workers' compensation claim terminology, laws, processing and related procedures.
Applicable laws, codes, rules, regulations, policies and procedures.
Operations, policies and objectives relating to human resources activities.
County Office occupations and their requirements.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Organizational operations, policies and objectives.
Modern office procedures and record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.
Summary plan descriptions, vendor contracts and related forms.
Accounting practices, procedures and terminology.
Collective bargaining agreements and procedures.
Policies and objectives of assigned programs and activities.
Supervision and evaluation policies and procedures.

ABILITY TO:

Perform a variety of specialized duties in support of assigned Human Resources functions.
Serve as a technical resource to employees requiring extensive knowledge of personnel functions, activities, laws, codes, rules, regulations, policies and procedures.
Assure stability and consistency within the department.
Establish and maintain manual and automated employee records and files.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Compile and verify data and prepare reports.
Design and prepare brochures, bulletins, announcements and other informational materials.
Resolve personnel-related issues and concerns with discretion and confidentiality.
Maintain current knowledge of laws, rules and regulations related to assigned activities.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate standard office equipment including a computer and assigned software.
Work independently with little direction.
Meet schedules and time lines.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college level course work in human resources or related field and five years of increasingly responsible human resources experience. Bachelor's Degree preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file and retrieve materials.