



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

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| TITLE: | Human Resources Analyst (Confidential) | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT/SCHOOL: | Human Resources Department | CLASSIFICATION: | Non-Administrative Classified Technical |
| FAIR LABOR STANDARDS ACT CLASSIFICATION: | Non-Exempt | WORK YEAR: HOURS: | 12 months/Calendar 2000 8 hours per day or duty days/hours as assigned |
| APPROVED: Board Commission | | SALARY GRADE: | Schedule: 55 Range: 58C |

BASIC FUNCTION:

Perform a variety of complex and professional Human Resources, Merit System, Labor Relation, Public Meeting, qualification, certification and employment functions. Compile statistics from a myriad of Human Resources, Merit System, employment, certification/qualification programs and processes. Participate directly in employer-employee relations as outlined in Government Code §3540.1.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Coordinate, plan, manage, and perform complex technical analytical functions related to employee services programs and activities, including the recruitment, selection, employment, compensation, and record maintenance of all employees; interpret and assure compliance with county, state and federal regulations and guidelines concerning Human Resources and Merit System administration.
- Perform a variety of complex and professional Human Resources functions.
- Liaison with and manage the employee retirement programs (CalPERS, CalSTRS).
- Organize and expedite the flow of work to and from Human Resources and other District departments, sites and offices; assist Administrators, Directors and Supervisors with administrative details.
- Research, compile, verify and provide a variety of information for reports, special projects, salary negotiations, collective bargaining, interviews, Board meetings, employee orientations and other personnel-related functions; conduct audits of data for human resources or personnel processes.
- Maintain confidentiality regarding sensitive issues related to negotiations and collective bargaining matters to include but not limited to: proposals, memorandums and Union communications.
- Process and manage data for Human Resources or the Personnel Commission to include but not limited to: seniority, longevity, merit increases, professional growth, evaluations, observations, retirement data, fingerprint/background checks, reemployment lists and other related data.
- Serve as district contact for DOJ/FBI fingerprint processing and results; respond to DOJ/FBI inquiries.
- Assist the Custodian of Records for the DOJ and FBI in regards to fingerprint processes.
- Monitor and track personnel requisitions for accuracy and content.
- Meet and consult with employees, supervisors, administrators and outside agencies regarding human resources or personnel policies, procedures, laws, codes, rules, regulations and related information.
- Ensure Human Resources staff understand departmental policies, guidelines and procedures; review work for accuracy and completeness.
- Interpret policies and regulations to staff and the public.
- Coordinate new hire orientation and on-boarding of all employees.
- Prepare and distribute correspondence including but not limited to job offers, assignments, contracts, reemployment offers to applicants or employees as appropriate.
- Prepare and maintain a variety of statistical or narrative records and reports related to Human Resources and Personnel Commission functions; process and analyze a variety of forms and applications.
- Operate a variety of office equipment including a calculator, copier, fax machine, printer, computer and assigned software.
- Attend and participate in a variety of meetings, Human Resources and Personnel Commission activities.
- Perform other related duties as assigned.