

Carson City School District Job Description: Human Resources Analyst

Job Title: Human Resources Analyst

Department: Human Resources

Reports To: Associate Superintendent of Human Resources

FLSA Status: Non-exempt – Confidential Employee

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 02-13-2020

General Job Description:

Under direction, the purpose of the position is to perform a wide variety of human resources functions in accordance with department procedures and Carson City School District policies and regulations. Employees in this classification perform both routine and non-routine confidential duties as dictated by the nature of the assigned task. Bilingual preferred.

Essential Duties and Responsibilities:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

- Communicates and provides information to administrators and supervisors regarding staffing needs, personnel procedures, and district policies and regulations related to personnel matters
- Manages one or more of the following areas, workers' compensation, benefits, and employee affairs
- Completes assigned duties related to risk/safety management as need to support Risk Manager
- Researches and provides information for negotiations
- May track position vacancies to ensure compliance with staffing entitlement and departmental needs
- Using statistical methods, may analyze examination results, courses, transcripts, employee work history, degree requirements and/or other information as required
- Maintain integrity and confidentiality of departmental records and employee documentation
- May evaluate applicant experience, training, transcripts and/or confidential reference profiles for compliance with minimum qualifications, employment eligibility and/or compensation
- May track, audit, process or initiate the processing of requisitions, transfers, placements, etc.
- Provides information to administration, employees, applicants and the public regarding employment opportunities, salary, benefits, retirement information and other personnel related issues
- Perform special projects as directed, with latitude for exercising some independent judgment and initiative
- May prepare annual employee contracts, notices of intent, salary projections, and negotiated agreements and may implement changes when necessary to satisfy contract management
- May interview applicants/employees and/or coordinate interview/screening panels
- May make school and/or department site visits
- Conducts and prepares a variety of surveys, research/special projects and reports, as required
- May coordinate the advertisement schedule for out-of-district advertisements and the establishment of Qualified Selection Pools
- May coordinate the District's benefits program
- May assist with various payroll-processing functions
- Performs a variety of essential record keeping duties and filing systems, (i.e., coordinates and maintains various departmental and employee files), both hard copy and electronic
- May perform oral and written presentations and training of district staff
- May implement and apply contract language and negotiated agreement changes
- May interpret, implement and communicate pertinent negotiated agreement language
- May generate, execute, follow up and/or track employee agreements

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- May be responsible for departmental budget monitoring and tracking
- May perform department inventory control and ordering of supplies
- May perform tracking liaison duties, tracking documents and files coming into and out of department
- Conforms to safety standards as prescribed
- Performs other tasks related to the position as assigned
- Advanced office procedures knowledge
- Business correspondence and reporting formats
- Business telephone techniques
- Modern office equipment and procedures
- English usage, spelling, grammar and punctuation
- Standard word processing and data processing techniques and methods
- Operation of computer terminals
- FERPA, HIPPA, DOL, NVDOE, NRS, FMLA, FLSA, ADA, District Regulations/Policies
- Data base, spread sheets, word processing
- Document control and personnel automation management systems

Ability to:

Plan, create, organize, obtain information and schedule work to meet requirements and time lines; learn and understand regulations, laws and policies of different agencies and associations; assume responsibility, take the initiative and use good judgment to complete tasks; meet the public courteously; maintain confidentiality of privileged or sensitive information; operate a computer terminal, typewriter, copier, scanner, badge maker, calculator; proofread and detect errors; perform work with extreme accuracy and speed; compile and maintain accurate records and files; compose routine correspondence independently; make mathematical calculations quickly and accurately; understand and carry out oral and written instructions; devise and adapt work procedures and record keeping systems to meet changing organizational or specialized needs; meet time and quality requirements with a high degree of independence and accuracy; adjust to changes in work load, assignments, priorities and policies; establish and maintain effective proactive relationships with those contacted in the course of work by remaining friendly and approachable; work flexible hours or shifts; and recognize and report hazards and apply safe work methods.

Preferred Qualifications:

- Experience dealing with personnel administration or heavy public contact
- Possess physical and mental stamina commensurate with the responsibilities of the position
- Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Carson City School District

Licenses or Certificates, Education, Training, and Experience:

- High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.);
- Two (2) years of technical human resources or personnel experience (recruitment and selection, evaluating employment applications, staffing, interviewing, job analysis, testing, or payroll, etc.); or;
- Two (2) years of increasingly responsible decision making experience with extensive public contacts, which includes supervision of projects and/or staff, organization and/or coordination of complex records, confidential records, data processing/analysis, or systems applications; or;
- Bachelor's Degree and one (1) year experience in related field will satisfy the experience requirements listed above.

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Documents required at time of application:

- High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.);
- College transcripts, if applicable;
- A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada;
- Specific documented evidence of training and experience to satisfy qualifications;
- Last three performance evaluations.

Physical Demands and Working Conditions:

Strength: Exert force up to 50 lbs., occasionally, 10-25 lbs., constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in typical office setting and use standard office equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

Environmental Conditions:

Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, office equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.