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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

**Class Code: 5330**  
**Salary Range: 44 (M2)**

## **SENIOR HUMAN RESOURCES ANALYST - HRS**

### **JOB SUMMARY**

Under general direction, plan, develop, administer and manage major functions of the Human Resource Services department for the certificated service of the District; perform related duties as assigned.

### **EXAMPLES OF DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize and supervise Human Resources Services staff performing the recruitment and selection processes of District certificated positions; determine the appropriate recruitment sources and scope of advertising for vacant positions. **E**
- Coordinate, direct, and supervise the work of assigned personnel engaged in such activities as reviewing transcripts and credentials; employment processing of certificated employees; posting of personnel information; coding of documents; maintaining records and files; providing assistance or information to employees or prospective employees and other functional areas within the Human Resources Services Department. **E**
- Direct and participate in application screening, examination planning; prepare and/or supervise the preparation of examination materials; conduct and supervise the selection and training of interviewers and/or interview panels members; schedule and maintain a master schedule of a high volume of ongoing recruitment and selection processes. **E**
- Provide technical personnel expertise to District and site administrators, managers, and supervisors regarding personnel matters. **E**
- Administer an online applicant tracking system; authorize and create user accounts; provide internal and external end user technical support; research and resolve online application issues; maintain and update certificated recruitment web page. **E**
- Provide information to applicants regarding certificated opportunities within the District, requirements for employment and application status; review personnel files and prepare recommendations regarding reemployment. **E**
- Schedule and conduct initial District interviews with substitute and credentialed applicants; utilize established teacher interview protocols to conduct initial District interviews with credentialed applicants. **E**
- Review and sign letters of regret; serve as first-level of appeal for regretted applicants; review and respond to applicant appeals; organize appeal committees as necessary. **E**
- Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; compose a wide variety of formal correspondence and other written materials. **E**

- Oversee compilation of applicant and staffing information for inclusion in the Human Resource Services Annual Report, EEOC documents, Public Records Requests and other reports. **E**
- Design and conduct a variety of surveys related to certificated staffing practices, policies, regulations, and procedures; prepare related recommendations for administrative review. **E**
- Research, compile and provide a variety of information for reports, special projects, Board of Education meetings and contract negotiations; make recommendations to administration regarding certificated personnel matters as requested. **E**
- Attend a variety of meetings including Board of Education, Principal and School Site meetings to observe actions, speak publicly about complex certificated personnel issues; respond to questions, and make official presentations as requested. **E**
- Participate in the development and preparation of recruitment budgets; control and authorize expenditures in accordance with established guidelines and limitations. **E**
- Review and approve vacancy assignments as assigned by the position; serve as an alternate approver for senior management as assigned. **E**
- Conduct research and analyze a variety of studies, such as occupational data, physical, mental and training requirements of jobs and employees to be utilized in the development of employment selection methods. **E**
- Work with designated staff to develop and/or change policies and procedures for the efficient and cost-effective delivery of human resource services. **E**
- Review, evaluate, and conduct procedural studies of existing work methods and operations, recommend proposals for improvements, and implement modifications for work simplification. **E**
- Communicate with principals and site administrators regarding the staffing needs at their sites; provide status updates on recruitment and selection efforts. **E**
- Interpret and explain rules, regulations, policies, procedures, unit contracts, and fringe benefits, and assist in solving unique issues of certificated employees, management, and the public. **E**
- Participate in the development, design, or revision of Human Resource Services forms and personnel/payroll and other human resources automated information systems. **E**
- Develop and prepare procedures and manuals for Human Resource Services and assist in formulating and preparing personnel related materials for District employees. **E**
- Keep current of changes and trends in human resource administration; attend conferences and workshops and make presentations at same. **E**
- Administer the computerized applicant tracking system; train subordinates on use of same; work with vendor on the development of a data base to obtain, store and retrieve testing and ethnic data; prepare or direct the preparation of mandated reports on applicant flow, gender, ethnicity, etc.; perform database operations internal software programming and updating of codes and data fields creating custom data entry screens, help screens, macros, form letters, etc. **E**
- Interpret rules and policies in response to inquiries and advise employees and management. **E**
- Compile, analyze data and prepare a variety of reports on recruitment and selection activities, including those to meet Equal Employment Opportunity Commission and Fair Employment and Housing Practices requirements. **E**

- Research, analyze and evaluate, and develop new selection methods in order to meet changing, developing or future recruitment and retention needs of the District for skilled, talented and motivated quality teachers and other certificated personnel. ***E***
- Represent the District at career days and job fairs to promote employment opportunities. ***E***
- Select, train, assign, and evaluate the performance of professional, paraprofessional and clerical staff. ***E***
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

The Senior Human Resources Analyst - HRS has specialized subject matter expertise in specified areas of personnel administration in the District's certificated human resources activities. Such expertise is applied to assigned functional areas within the Human Resources Services department related to the recruitment, retention and support of professional educators and administrators. An incumbent performs complex and sensitive personnel functions and has ongoing contact with administrators, professional staff, directors and professional staff of other agencies. A Senior Personnel Analyst recommends new or modified rules and strategies to accomplish the District's work and justifies and defends decisions and issues in assigned areas of responsibility. An incumbent directly supervises a staff of professional, paraprofessional, technical and/or clerical personnel.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles, practices and techniques of public personnel administration, including recruitment, selection, retention, salary administration, professional educator and administrator credentialing.

Research, analysis and evaluation methodologies and techniques.

Software programs such as Windows Office Suite and computerized applicant tracking systems.

Local, State and federal laws, rules, acts, regulations and guidelines governing employment discrimination.

Applicable sections of State codes, collective bargaining agreements and other laws related to personnel activities.

Report preparation and presentation methods and techniques.

School district organization and administration.

Organization, work flow management.

Effective personnel leadership and supervision techniques.

**Ability to:**

Interpret and apply appropriate laws, codes, rules and regulations.

Organize, prepare and summarize data for Board agendas and meetings.

Plan, review, train and supervise the work of assigned staff.

Design and implement recruitment, examination and selection strategies and procedures.

Screen application materials for specific skills and certification requirements.  
Maintain confidentiality of sensitive and privileged information.  
Conduct research and studies, analyze data and prepare clear, concise oral and written reports.  
Operate a variety of office equipment including a computer and assigned software.  
Develop recruitment strategies for certificated vacancies and substitute positions.  
Screen and evaluate certificated employment applications.  
Interpret, apply and explain laws, regulations, policies, procedures and contract language.  
Interview applicants utilizing established teacher interview protocols.  
Meet schedules and timelines.  
Make presentations before groups.  
Communicate with others with tact and sensitivity.  
Establish and maintain effective working relationships with others.

**Education and Training:**

Bachelor's degree with course work in human resources, education, business administration, public administration, social science or a related field.

**Experience:**

Four years of professional human resources experience, preferably in a public agency, involving conducting and conveying research into human resources issues or trends, and hands-on administration of employment, recruitment, selection and retention programs, one year of which must have included experience in a leadership or supervisory role.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California driver's license.

**WORKING ENVIRONMENT**

Office environment.  
Occasional travel to District sites and offsite meetings.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year, during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 04/18/2024