

CHURCHILL COUNTY SCHOOL DISTRICT

Human Resources Analyst

FSLA Status: Non-Exempt

Created: 01/2014

Revised: 04/2015

DEFINITION:

Under general supervision, performs a variety of professional activities in support of a centralized human resources system, including recruitment and selection, job analysis, classification and compensation plan administration, systems/records development, employee/organizational development, training and assistance, equal opportunity, and employee/labor relations.

SUPERVISION RECEIVED AND EXERCISED

Works independently under general supervision and receives direction from the Superintendent of schools. The employee is expected to exercise initiative and judgment in planning and organizing work, completing assignments, and handling routine and unusual problems.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Provides expertise and advice to management regarding the handling of employee/labor relations issues; interprets collective bargaining agreements.
2. Conducts research and collects information in support of labor negotiations.
3. Conducts job analyses to support recruitment activities.
4. Designs and implements recruitment programs to obtain qualified candidates.
5. Prepares job announcements, advertisements, and other recruitment materials and maintains online application system.
6. Confers with and interprets policies, procedures, and regulations to organization staff and the public.
7. Assists in the development, implementation and maintenance of computerized personnel systems.
8. Analyzes personnel procedures and practices and recommends improvements through consolidation, teamwork, or automation.

CHURCHILL COUNTY SCHOOL DISTRICT

Human Resources Analyst continued

9. Coordinates, designs, and administers job-related selection procedures, including, but not limited to, application reviews, written and performance tests, and interviews and assessment techniques.
10. Collects compensation and benefit data and prepares analyses and reports.
11. Assists with the design and implementation of various employee development and training programs including new employee orientation.
12. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
13. Maintains seniority lists for certified and classified employee groups.
14. Maintains and monitors current license file for certified personnel.
15. Manages administrative, certified and classified personnel's credits to apply to the salary schedule.
16. Prepares individual contracts and assignment letters for licensed and classified personnel.
17. Completes necessary statistical reports on annual basis.
18. Prepares reports, correspondence, and a variety of written materials.
19. Provides support to employees, members of the general public, and other staff in the district in person and/or by phone by answering inquiries related to the district's operations, services, programs and records.
20. Receives, processes, and verifies bills, invoices, purchase orders and other related materials.
21. Acts as primary administrator of AESOP, substitute Placement and Absence Management system.
22. Serves as custodian of all regular confidential personnel records.

CHURCHILL COUNTY SCHOOL DISTRICT

Human Resources Analyst, continued

23. Coordinates and directs any reductions in force that may be necessary due to financial constraints.
24. Monitors the processing of leave requests in accordance with law, regulation and district policy.
25. Attends employment interviews for all personnel.
26. Conducts exit interviews for personnel and other conferences related to the personnel function.
27. Performs and participates in other related duties as assigned by the building administrator or designee.
28. Enroll new participants in health insurance program; process revisions and terminations on a daily basis and during the annual open enrollment period; review and approve benefit enrollment applications.
29. Notify all benefit providers and third-party administrator of enrollment eligibility and status changes.
30. Establish and maintain individual files for all benefited active employees, retirees and COBRA.
31. Conduct health insurance overview sessions with new participants, both in a group setting and one-on-one sessions.
32. Act as liaison with the District's third-party administrator (TPA) for health insurance, develop and maintain a close working relationship with the TPA.
33. Handle telephone and mail inquiries regarding health insurance benefits.
34. Coordinate and assemble materials for annual open enrollment for health benefits.
35. Assemble and distribute health insurance program materials to all health insurance participants, including active employees, retirees and COBRA participants.

CHURCHILL COUNTY SCHOOL DISTRICT

Human Resources Analyst, continued

36. Provide information to employees on Employee Assistance Program (EAP).
37. Maintain and secure confidentiality of all protected health information including medical records.
38. Process and administer FMLA and non-FMLA benefits program; ensure compliance with and by all parties involved.

QUALIFICATIONS - *Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

Knowledge of:

- Principles and practices of job analysis, recruitment, selection, classification, compensation, labor relations, affirmative action, employee assistance and/or employee development in a public agency setting;
- Organizational analysis and development;
- Concepts of training program delivery and development;
- Principles and techniques of preparing effective written informational or educational materials;
- Concepts, principles and procedures of public personnel administration;
- Data sampling and statistical analysis techniques;
- Computer applications related to the work;
- Business arithmetic;
- Standard office practices and procedures, including filing and the operation of standard office equipment;
- Business letter writing and the standard format for typed materials; and
- Correct English usage including grammar, punctuation and vocabulary.

Skills to:

- Operate standard office equipment including computers and related software applications;
- Interpret and explain changes in current human resources laws relating to district personnel;
- Read, interpret, apply, and explain rules, regulations, policies, and procedures; and
- Effectively communicate district policies and procedures to new and existing employees.

CHURCHILL COUNTY SCHOOL DISTRICT

Human Resources Analyst, continued

Ability to:

- Carry assigned analytical projects through, from data gathering to completion;
- Effectively resolve operational and personnel problems;
- Use initiative and independent judgment within established procedural guidelines;
- Demonstrate effective written and oral communication skills;
- Perform professional-level personnel work in a variety of assigned areas;
- Interpret, apply, and explain applicable laws, codes, and regulations;
- Prepare clear and concise reports, correspondence, and other written materials;
- Organize own work, set priorities, and meet critical deadlines;
- Contribute effectively to the accomplishment of team or work unit goals, objectives, and activities;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Handle highly sensitive personnel matters in a timely and professional manner;
- Maintain accurate records and files.

Experience and Training Guidelines - *Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Training:

Possession of a high school diploma or its equivalent (GED).

Required Certifications and Licenses:

Human Resources Management Certification

Six (6) years of Human Resources experience, which has included recruitment and selection, classification and compensation, and/or employee/labor relations.

Experience that includes more than one functional area of human resources and experience in a public agency setting and an advanced degree desirable.

Must possess and maintain a valid Nevada Driver's License.

Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

CHURCHILL COUNTY SCHOOL DISTRICT

Human Resources Analyst, continued

Physical and Mental/Intellectual Requirements: *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 25 pounds) is occasionally required.

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

CHURCHILL COUNTY SCHOOL DISTRICT

Human Resources Analyst, continued

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSEIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing	X			
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling	X			
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)		X		
Fine Manipulation	X			
Repetitive Work			X	
Weight Barring	X			
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/CRT			X	
Driving a Vehicle	X			
Working Alone		X		
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				

CHURCHILL COUNTY SCHOOL DISTRICT

Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours	X			
Senses:				
Eyes				X
Visual Demanding Work				X
Near Vision			X	
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Audio Arms	X			
Ability to Smell	X			

Working Conditions: Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

CHURCHILL COUNTY SCHOOL DISTRICT