



## **TEHAMA COUNTY DEPARTMENT OF EDUCATION**

### **JOB DESCRIPTION**

### **PROJECT ANALYST- HR (CONFIDENTIAL)**

#### DEFINITION:

Under minimal supervision of the Director of the Department, this position will perform project management responsibilities to develop processes and procedures to ensure project goals are met, utilizing modern methods and strategies to provide support with the development, documentation, testing, training, and implementation of new and existing technology and information systems.

#### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Develop processes, procedures and documentation for new/updated systems within Human Resources and other departments as needed.
- Develop and prepare training materials and provide support for system user training workshops; present new/updated systems, features, and enhancements; provide one-on-one training as needed.
- Cross train and transfer knowledge to other department /team members as needed.
- Responsible for a variety of technical and complex secretarial and coordination tasks without supervision.
- Use a client-centered approach to all telephone and electronic conversations, giving information and responses not requiring the attention of a supervisor.
- Provide data and statistical reports used to develop management positions with respect to employer-employee relations.
- Analyze system user concerns, requirements, and requests for system features and uses; identify and make recommendations regarding applications, modifications, and enhancements to existing systems to accommodate user needs.
- Analyze hardware and software issues affecting system users, troubleshoot and prioritize these issues. Work closely with vendor and technology staff to correct hardware and software issues affecting the various computerized business systems.
- Compose and prepare a variety of correspondence, documents, and forms.
- Develop and provide system support and services to system users with regard to all programs and software being utilized in Human Resources.
- Formulate, develop, test, evaluate, maintain and improve standards, systems, processes, procedures, spreadsheets, electronic data maintenance and transfers and checklists designed to improve efficiency, accuracy, error detection/correction, reliability, reporting, presentation, financial and operational support.
- Create and disseminate a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software.
- Maintain department website.
- Develop and maintain procedures, and databases, for a variety of department functions.
- Provide support to other positions within the department as needed.
- Compile, develop, monitor, and review a variety of reports and statistical data without supervision or direction.
- Perform other related duties as assigned.
- Drive occasionally for department business.

#### EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:



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- Equivalent to the completion of the twelfth grade.
- Minimum of five (5) years of increasingly responsible experience in similar position or office technology management.
- Preference will be given to applicants with demonstrated experience in schools and/or education field.
- A varied combination of applicable post-secondary education coursework and experience will be considered on a case-by-case basis.

KNOWLEDGE OF:

- Organization, procedures and operating details of the department to which assigned.
- Modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation.
- Bookkeeping, accounting, and record keeping principles and procedures.
- Data analysis techniques.
- Operation of client-server and computer settings.
- Database concepts, including file specifications and layouts.
- Various other computer programs.

ABILITY TO:

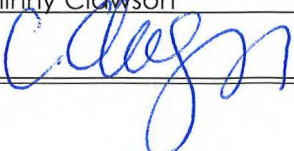
- Work effectively with frequent deadlines and changing priorities.
- Maintain confidentiality.
- Understand long-term and short-term goals and outcomes for all aspects of the program.
- Learn, interpret, and apply administrative and departmental policies with professionalism and good judgment.
- Analyze situations carefully and adopt effective courses of action.
- Train, monitor, and direct assigned office staff.
- Understand, use, and stay current with word processing, database, spreadsheet, desktop publishing, and web based computer programs.
- Establish and maintain effective working relationships with staff and the general public.
- Work effectively with constant interruptions.
- Develop a variety of spreadsheets using complicated formulas and references.
- Demonstrate the use of effective organizational and accounting skills.
- Collect and analyze data objectively and prepare appropriate reports.
- Typing and computer skills at a level necessary for expected job performance.
- Deal effectively with a wide variety of personalities.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: <u>March 7, 2022</u>	Revised: <u>March 7, 2022</u>
<b>APPROVED</b>	
Print Name: <u>Chinny Clawson</u>	Title: <u>Director, Human Resource Services</u>
Signature: <u></u>	Date: <u>3/8/22</u>