



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION HR ANALYST

DEFINITION:

Under minimal supervision of the Executive Director, this position performs a variety of complex tasks with specific responsibility for assisting with employee benefits and benefit information, resolving insurance benefit, reporting and reconciliation problems; providing information to new and current employees, providers and/or administrators, and providing technical support and assistance related to all aspects of the Human Resource Services Department.

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, which may be found in positions within this classification.

- Assist in the development and implementation of personnel policies and procedures for the purpose of monitoring compliance with various laws, rules, codes, and regulations related to Human Resources practices and employment.
- Coordinate employee benefit and worker's compensation programs in compliance with carrier contracts (e.g. enrolling new employees, explaining benefit options, organizing benefit fairs, mediating benefit eligibility and payment issues, open enrollment, processing claims, return to work, etc.) for the purpose of ensuring maximum coverage to employees within contract specifications and complying with legal requirements and state statutes.
- Identify needs or problems to be addressed within the County Office for the purpose of providing recommendation and input regarding bargaining unit agreements, Ed Code, Labor Law and other regulations as needed.
- Maintains worker's compensation files and records for the purpose of documenting actions and ensuring compliance with participating COE policies and mandated legal requirements.
- Administer all medical and worker's compensation leaves and coordinate benefits with payroll and outside entities.
- Maintain adequate and confidential records of certificated and classified personnel.
- Respond to a wide variety of inquiries from personnel and/or carriers (e.g. status of claim, subrogation activities, negotiated agreements interpretations, employment conditions, etc.) for the purpose of resolving issues, facilitating communication among parties and/or providing information or directions.
- Administer and comply with provisions of the Education Code as they apply to personnel.
- Provide information to personnel (e.g. payroll, personnel, worker's department, etc.), state agencies and third parties for the purpose of analyzing and interpreting complex rules, regulations, policies, laws and publications.
- Communicate personnel policies and practices to all employees.
- Provide support for employees and their supervisors.
- Develop and monitor a substitute system for all employee classifications.
- Coordinate countywide instructional assistant proficiency testing.
- Develop and coordinate an effective orientation, training, and development program for personnel.
- Conduct interviews and reference checking as assigned.
- Coordinate and monitor short-term and independent contractor contracts.
- Assist in developing and maintaining job descriptions for all positions.
- Coordinate employee evaluation system.
- Coordinate and monitor CBEDS.
- Coordinate Unemployment Insurance process.



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- Participate in the collective bargaining process for certificated and classified associations by serving as a member of the negotiation team; provide technical expertise to others as needed; implement and monitor collective bargaining contracts.
- Evaluate transcripts for salary movement.
- Monitor positions.
- Attend regular meetings of the Department and representing the Human Resource Services Department.
- Perform other duties as may be assigned.
- Drive occasionally for department business (optional).

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Equivalent to the completion of the twelfth (12th) grade supplemented by training in secretarial skills or relevant computer software applications programs.
- Minimum of three years increasingly responsible personnel experience, preferably in education.

KNOWLEDGE OF:

- Current principles, practices, and trends in public education and human resources.
- Education, labor, health/disability, and other laws, codes, rules and regulations related to classified and certificated personnel.
- Credentialing laws and certification of compliance issues.
- Modern office administrative and secretarial practices and procedures related to the Human Resources.
- Computer applications related to the work including: word processing, database, spreadsheet software, and web-based programs.
- Modern office administrative practices and procedures related to Human Resources.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work. Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- English usage, grammar, spelling, vocabulary, and punctuation; business arithmetic and basic statistical techniques.
- Principles and practices of data collection and report preparation.
- Workers' Compensation procedures, timelines and reporting regulations.
- Employee recruitment, selection, and orientation.
- Staff evaluation and training.

ABILITY TO:

- Maintain confidentiality.
- Plan, organize, assign, and coordinate personnel activities and staff; communicate effectively, orally and in writing.
- Establish and maintain cooperative working relations.
- Operate a computer for word processing and management of information systems.
- Understand the organization and operation of the Tehama County Department of Education and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple tasks, phone calls, customer requests and other miscellaneous demands as necessary for assigned responsibilities.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.



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PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

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.

HRS Office Use Only

Created: July 26, 2013

Revised: July 9, 2019

APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: Noelle DeBortoli

Date: July 9, 2019