KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 2019
RANGE: 56.0
CLASSIFIED
CODE: 1

HUMAN RESOURCES SYSTEMS ANALYST

DEFINITION

Under the direction of the Assistant Superintendent – Human Resources & Staff Development and in collaboration with Human Resources Management, serve as a liaison between the Human Resources (HR) Division and Business Information Systems & Technology Services Departments to provide systems support and analysis to meet the needs of the HR Division and users of HR information systems throughout the office; work with assigned personnel to assess needs for various HR functions; participate in the development and maintenance of systems and reports related to recruitment, selection, orientation, employment, job analysis, position control, attendance reporting, compensation, benefits and other applicable HR functions.

EXAMPLES OF DUTIES

Assist HR Division with technical issues related to the use of the HR systems; assist HR Division in the creation of queries to select and compile information from the HR system, as needed; investigate problems and develop detailed recommendations for collective bargaining and resolution of issues;

communicate with county office personnel, school districts and outside agencies to request data, exchange information and resolve issues and/or concerns;

compose and distribute a variety of divisional and program correspondence such as letters, memoranda, newsletters, calendars, forms, applications and flyers as assigned; process and evaluate various forms and applications;

coordinate movement and maintenance of equipment, research costs and process related work orders;

conduct classification job analysis and other personnel studies as directed; research, position descriptions and salary data as assigned; compile, verify, analyze and provide a variety of personnel information and/or reports for human resources, special projects and committees for compliance reviews;

establish timelines and priorities for data processing projects; ensure mandated reports are completed and distributed to appropriate governmental agencies or personnel according to established timelines and procedures;

maintain familiarity with all computer systems used in the division, utilizing them as needed, evaluating their effectiveness and making recommendations for enhancements;

participate in the development of systems enhancements and consult with HR Division and Technology Services for the development and maintenance of systems and reports related to recruitment, selection, orientation, employment, job analysis, position control, attendance reporting, compensation, benefits and other applicable HR functions; assist Business Information Systems department with the HR user requirements gathering and documentation; assist Technology Services with user acceptance testing;

prepare salary and/or benefit reports for the Assistant Superintendent – Human Resources in response to management, labor proposals and/or relevant and necessary information requests; assist county office negotiations team with data analysis to craft proposals for collective bargaining unit agreements and/or respond to public record requests with discretion and confidentiality;

provide project support from design through implementation of HR systems; identify, track, monitor and communicate to assigned personnel the progress of HR Division system projects and upgrades;

respond to inquiries by HR Division staff and others; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the organization and HR Division by consistently maintaining cooperative and effective working relationships with others;

serve as a technical resource concerning Human Resources systems and technology; assist in developing training plans and training documents;

serve as a liaison between the Human Resources (HR) Division and Business Information Systems & Technology Services Department to provide systems support and analysis and to leverage technology solutions to meet the needs of the Division and users of HR systems;

support the Assistant Superintendent – HR and county office administration with technical data analysis for the purposes of preparing tentative bargaining unit agreements; provide data and information to administration for use in negotiations; maintain confidential queries, records and databases as assigned;

train and provide assistance to HR Division, and other system users concerning computer system applications, operations and functions as assigned; receive and respond to user telephone calls; provide information concerning related standards, requirements and procedures;

work with assigned personnel to assess needs for various HR functions; assist in identifying and analyzing options and recommend process enhancements to applications including but not limited to, QCC, Laserfiche, and various HR database management systems;

work with HR Division in the development of project scope of work documents and project plans;

participate in meetings regarding HR Division technology needs and information systems applications;

attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events;

comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent;

exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy;

maintain a safe work environment;

operate a variety of office equipment, including but not limited to a computer and assigned software applications;

serve as a technical resource concerning assigned program, function or instructional area;

and work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

Other Duties:
Ability to work a flexible schedule as assigned;

drive a vehicle to conduct work, using own transportation;

perform related duties as assigned;

and travel may be required for training within California.

QUALIFICATIONS

Knowledge of:

how to develop and maintain effective working relationships;

how to follow complex oral and written instructions;

computer operations and computer systems analysis;

strong analytical/problem solving skills;

utilizing database structures, on-line applications and system capabilities of assigned computer systems;

proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication. County office organization, operations, policies and objectives;

and State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.

Ability to:

Define problems, collect data, establish facts and draw valid conclusions;

demonstrate excellent leadership, communication, written and verbal presentation skills;

demonstrate strong analytical and problem solving capabilities;

interpret a complex variety of technical instructions and deal with several abstract and concrete variables;

interpret customer and market needs into product features and functions that benefit customers and provide a competitive advantage;

maintain current knowledge of technological advances in the field;

maintain records and prepare reports, business correspondence and procedure manuals;

make complex decisions in accordance with division policies and procedures;

meet schedules and timelines;

operate computers and peripheral equipment properly and efficiently;

plan and organize work;

provide leadership and direction to system users concerning computer system applications, operations and malfunctions;

serve as a technical resource to the HR Division personnel concerning the operation of assigned computer systems;

think logically in solving assigned problems and present recommendations with clarity in written and graphic form;

understand and follow oral and written instructions;

work independently with little direction and balance multiple priorities;

analyze and evaluate situations accurately and adopt an effective course of action;

communicate effectively both orally and in writing;

drive a vehicle to conduct work;

interpret, apply, and explain rules, regulations, policies and procedures;

maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards;

and work confidentially and with discretion.

Experience:

Three years increasingly responsible experience with applicable business systems and systems analysis.

Education:

Bachelor’s degree in Business Administration, Accounting, Computer Science or related field.

Conditions of employment:
Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

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