



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Human Resources Analyst

Class Code: 1136

Work Days: 225

GENERAL PURPOSE

Serve as a generalist and provide services in support of employee data and records activities. Assist with the classification and compensation program; coordinate and facilitate certification/recertification processes for various employee record needs; act as a primary resource to department staff and administration regarding credentials; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May exercise direct supervision over technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
 2. Provide staff assistance to higher level management staff on a variety of projects: research issues; collect, analyze, and interpret data; develop reports; make recommendations on policies and procedures and overall HR strategies; and respond to requests for information on projects.
 3. Provide general guidance on a variety of Human Resources issues to OCDE staff and advise supervisors and staff regarding various Human Resources policies and procedures.
 4. Gather, analyze, and correct data from multiple sources to develop and authenticate complex reports used for administrative decision-making and HR action.
 5. Assist with the planning, coordination, and implementation of a cohesive classification and compensation scheme for OCDE for certificated and classified positions, responsive to internal alignment, the external market, and current societal trends, which may include job analyses and salary studies, preparing, reviewing and revising job descriptions, recommending classification actions, conducting field audits, and addressing reclassification requests.
 6. Coordinate and facilitate certification/recertification processes for various employee record needs.
 7. Provide information and support to job candidates and certificated staff on credential issues; act as a primary resource to department staff and administration regarding credentials; and support OCDE in active recruitment of individuals to education, supporting potential future educators about the steps and credentials needed to enter and thrive in the profession.
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8. Coordinate and facilitate mentor and internship programs for students (internal and external to OCDE); develop internship pathways, goals, and objectives; and provide guidance related to opportunities and careers in education.
 9. Coordinate and participate in a variety of data-based projects pertaining to a variety of Human Resources functions; analyze results; and present detailed, clear, and concise reports.
 10. Act as a Liaison with other departments for state-mandated reports; collect, manipulate, and provide data; and track year-over-year trends.
 11. Assist in the development and presentation of professional development activities and sessions as needed for OCDE to support employees in their provision of excellent services to students, families, and districts.
 12. Maintain records pertaining to programs and activities; compile reports and statistical information.
 13. Stay abreast of new trends and innovations in Human Resources and credentials.
 14. Respond to requests for information.
 15. Demonstrate attendance sufficient to complete the duties of the position as required.
 16. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Current needs, policies, initiatives, and trends in public education.
2. Services, activities, and operations of a successful Human Resources department.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Pertinent policies and procedures related to credential requirements and authorizations.
5. Pertinent federal, state, and local laws, education and health codes, regulations, and standards/principles.

Ability and Skill to:

1. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
2. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
3. Establish and maintain effective working relationships with various constituencies.
4. Interpret and explain laws, codes, contracts, policies, and procedures.
5. Develop and present training materials.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
8. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in human resources management, industrial relations, business administration, or related field and four (4) years of human resources management experience or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is variably paced with moderate to high pressure.