

Bakersfield City School District  
Education Center - 1300 Baker Street  
Bakersfield, California 93305  
Human Resources

**TITLE: HUMAN RESOURCES ANALYST**

- QUALIFICATIONS:**
1. Knowledge of modern office practices and procedures and skill in operation of common office equipment including but not limited to computer and word processing equipment, typewriter, calculator and copiers
  2. Training and experience in specialized clerical work including experience in a human resources operation; experience in office organization and management
  3. Ability to work effectively with staff and public and respond appropriately in situations requiring specialized knowledge, tact and good judgment
  4. Ability to maintain the security of sensitive, confidential and privileged information
  5. Knowledge of California Education Code sections relating to classified employees; ability to interpret and apply applicable human resources policies, procedures, laws, rules and regulations
  6. Ability to follow oral and written directions; ability to use independent judgment and train and direct work of others
  7. Ability to plan and conduct complex clerical operations requiring effective accountability and controls
  8. Ability to develop statistical data and reports
  9. Must pass required tests

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To assist in the effective administration of the district human resources program by providing clerical and technical support services

**PERFORMANCE RESPONSIBILITIES:**

1. Plans, schedules and performs variety of complex clerical/technical duties related to district human resources programs; types letters, requisitions, reports, employment verifications and miscellaneous documents; files, answers phones, operates office machines
2. Provides information and assistance to staff and public requiring knowledge of human resources policies, regulations and guidelines
4. Provides orientation and receives required documentation for new employees including fingerprinting, medical reviews, certification, etc.
5. Assists in research and development activities including human resources needs assessments, wage and salary surveys, classification studies, and related activities
6. Assists in computation, preparation and maintenance of classified seniority lists

7. Processes employment documents and establishes personnel files and records; processes human resources transactions and prepares transmittal documents for changes in employee status, transfers, leaves, salary placement, changes in payroll status, etc.
8. Calculates salaries, updates human resources records and prepares annual and supplemental payroll listings
9. Checks, prepares, assembles and tabulates materials and information from various sources to produce miscellaneous records and reports as needed
10. Develops systems and procedures to ensure accountability and controls
11. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; classified salary schedule, class 24, 261 day work year

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable