



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
Personnel Analyst/Executive Secretary to
Superintendent
(Confidential Position)

JOB DESCRIPTION

ESSENTIAL FUNCTION

Under the general direction and supervision of the Superintendent performs various duties relating to the general functions of the Superintendent's office, and plans, organizes and manages the district's personnel functions under the direction of the Superintendent. This position exercises functional supervision of District policies and regulations, monitors enforcement of federal and state laws, and collective-bargaining provisions related to the areas of responsibility.

DIRECTLY RESPONSIBLE TO

Superintendent

SUBORDINATES

District Clerk

DUTIES AND RESPONSIBILITIES

- Prepares documents and reports of a complex nature for regulatory agencies and compliance with programs or grant applications, to include but not limited to yearly impact aid survey submission, monthly payroll, monthly and annual state reports for student attendance (ADA) and class size (K-3), life insurance; state and federal reports such as the J90, EDD, and worksite reports
- Monitors monthly sick leave allocation and Affordable Care Act (ACA) eligibility
- Monitors and supervises the preparation of standard reports, lists, evaluation timelines, and records in accordance with District and Human Resources Department timelines, standards, and legal/contractual requirements, including but not limited to Seniority Lists, Re-employment Rights Lists, Personnel Rosters, Board meeting agendas, and leave reports
- Assists in the organization and maintenance of personnel files and oversees Responsible the maintenance of employee files
- Processes claims, assists in maintaining files and directs correspondence relating to worker's compensation insurance
- Prepares agendas and records minutes of various administrative and board meetings as directed, and maintains official record of School Board minutes
- Compiles, develops, and may present information relating to negotiations with exclusive representatives.
- Prepares and finalizes agreements reached between the District and exclusive representatives
- Advises district administrators and supervisors in handling personnel policies and practices consistent with Board Policy and Bargaining Agreements
- Serves as a liaison with departments and individuals relating information, policies, inquiries, and directives of the Superintendent
- Processes Inter-district Attendance Requests/Agreements between Districts

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- Attends to the administrative details on special matters assigned by the Superintendent; composes correspondence on own initiative on matters not requiring personal responses by the Superintendent
- Receives and routes complaints and takes action, if possible, or refers matter to the appropriate District level personnel
- Prepares personnel agenda and other related reports for Board of Education meetings including but not limited to hires of all new personnel, leaves of absence, resignations and retirements
- Maintains Electronic Employee Management System and compiles reports from system as needed
- Handles all verification of absences at the District level for all employees, inputs data electronically into system and verifies appropriate employee leave balances
- Coordinates and assists in administrative tasks of the personnel functions of recruitment, selection, job-related reference checks, pre-employment background checks, hiring, promotion, transfer, reassignment and termination for the district, and prepares related records for review by Superintendent or designee, and obtains approval to hire prior to making employment offers
- Completes and/or supervises the preparation of annual employment contracts in accordance with appropriate salary schedules, placement criteria, work year standards, and other required employee notifications (i.e., Assurance, Return to Work, etc.)
- Monitors the certification of professional credentialed staff in accordance with Commission on Teacher Credentialing regulations; assists with problems; and supervises the preparation of standard rosters and reports
- Coordinates with colleges/universities the employment of Intern Teachers and placement of Student Teachers, and processes related documents
- Coordinates transfer, re-assignment, leaves, and voluntary separation from service of employees and prepares related correspondence and records.
- Assists with the development/revision of Board policies and administrative regulations related to assigned personnel functions
- Regularly communicates with Superintendent about status of assignments, problems, and procedures, and refers to Superintendent or appropriate District Level Administrator matters outside the scope of authority or responsibility
- Represents the District at local/regional/state personnel meetings as assigned
- Trains and guides assigned support staff, and maintains appropriate public relations, professional appearance and conduct, and orderly work stations of all employees assigned to the Human Resources Office
- Perform other job related duties as assigned

Ability to:

- Establish and maintain effective communication, cooperation, and effective working relationships with staff, students, parents, administrative personnel, and others contacted in the course of work
- Handle confidential material with discretion and tact and use a high degree of confidentiality in that work which is of a sensitive nature
- Type not less than 60 wpm
- Perform clerical work involving independent judgment, accuracy and speed;

- Meet critical deadlines
- Learn, interpret, and apply state and federal laws and local policies and regulations
- Exercise sound judgment in relieving the Superintendent of administrative detail
- Plan, prioritize and lead work in order to meet schedules and timelines
- Work with minimal supervision in a manner conducive to proficient performance
- Perform advanced computer terminal operations and use spreadsheet, database and processing techniques with speed and accuracy
- Prepare memoranda, letters, reports, news releases, bulletins, agendas, handbooks, and other correspondence, and to edit accurately.
- Operate a variety of office machines
- Plan and effectively coordinate a complex personnel management system, and develop and maintain management information and record systems, including computer storage and retrieval and establish schedule for overall control of office records, storage and disposal

QUALIFICATIONS

Training and Education:

- ❖ Minimum completion of high school
- ❖ Any combination of education and/or experience that could likely provide the required knowledge, skills and abilities. Ways in which successful applicants can obtain this knowledge:
 - Experience: minimum of five (5) years of successful work experience with increasing responsibility in human resources/personnel, preferably in the K-12 educational setting
 - Education: minimum of two (2) year degree in Personnel management, business administration or related field.

Licenses and Certificates

- TB Test clearance
- Criminal Justice Fingerprint clearance
- Valid Driver's license
- Typing certificate for 60 wpm

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Sit for extended periods of time
- Use hands to finger, handle, or feel objects, tools, or controls
- Possess sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate (about 60 wpm)
- Able to hear and understand speech at normal room levels, and to hear and understand speech on the telephone, two-way radio, or other communication device
- Ability to speak in audible tones so that others may understand clearly in normal conversations and on the telephone.
- Understand and carry out oral and written instructions
- Possess specific corrected or uncorrected vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus in order to read a computer screen, rules and polices, computer-generated reports, and other

- printed material
- Physical agility to lift up to twenty five (25) pounds; to bend, to stoop, to possess ambulatory skills to retrieve work materials, and to reach overhead.
- Mental acuity to perform the essential functions of these positions in an accurate, neat, timely fashion, make good judgments and decisions; and to evaluate the results of decisions and judgments.

WORKING ENVIRONMENT

Twelve (12) month work year. Office setting/environment with constant interruptions. The noise level in the work environment is usually quiet. Occasional operation of vehicle to conduct work

Salary and Work Year Information:

Confidential Salary: Personnel Analyst/Executive Secretary

Work Year: 261 days, July 1 through June 30

The above statements are intended to describe the general nature and level of work being performed They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified