

## **SANTA CLARA COUNTY OFFICE OF EDUCATION**

POSITION: Substitute/Relief Human Resources Analyst

HOURLY RATE: \$38.00/hour

DUTIES AND RESPONSIBILITIES: The Substitute/Relief Human Resources Analyst positions is an on-call, temporary position. This position performs a variety of human resources analytical and professional services in the administration of personnel functions including recruitment, examination, classification and compensation for the Personnel Commission of the Santa Clara County Office of Education.

### ESSENTIAL/TYPICAL DUTIES:

Prepares recruitment plans, examination announcements and other material for publicizing job opportunities with the SCCOE

Plans and conducts recruitment activities; analyzes and recommends appropriate recruitment sources

Reviews applications for examinations and screens for minimum qualifications

Keeps candidates and hiring authorities informed of recruitment steps and status through written notifications and verbal communication; responds to candidates and hiring authority inquiries

Develops and validates examinations; constructs items for written tests in accordance with recognized principles; assists in designing other selection devices

Administers employment testing, including test parts for written examinations, performance exercises and skills tests

Establishes and maintains employment eligibility lists of qualified individuals within established guidelines and procedures, deleting those eligible persons hired or no longer available for work

Prepares employment eligibility lists for position openings within assigned job classes, verifying qualifying employment standards, determining scores for eligibility rankings

Prepares certifications; assists with conducting of reference checks

Schedules qualification appraisal interviews, secures panel members; provides an orientation to members and facilitates panel to ensure compliance with applicable regulations

Confers with department officials on classification, compensation, and recruitment

Develops classification concepts based on studies; prepares complete class specifications and recommends on the adoption of class specifications

Analyzes duties and responsibilities in accordance with recognized practices to determine job content for purposes of examination development, position classification and compensation

Consults with supervisors, management and subject matter experts to discuss and assess recommended classification revisions and establishments; responds to concerns related to specifications

Participates in the meet and confer process when necessary

Gathers, tabulates and analyzes data required in the maintenance or revision of the compensation plan; makes recommendations accordingly

Makes studies of internal class relationships for compensation purposes

Prepares recommendations on salaries and related compensation matters

Develops new or revised job descriptions based on classification studies

Researches and compiles recruitment and personnel related information for specified reports

Consults with departments regarding use of appropriate personnel policies and procedures

Assists with special projects such as recruitment fairs

Performs other related duties as assigned

#### EMPLOYMENT STANDARDS:

Knowledge of:

Practices and principles of employee recruitment and selection;

Policies and practices of employee classification, compensation and wage administration;

Policies and practices of public personnel administration;

Use of applicable rules, policies regulations and procedures, as well as applicable Federal and State laws.

Ability to:

Apply the principles, techniques and methods used in classification, recruitment and selection, and compensation

Make accurate analyses and evaluations on personnel matters

Comprehend applicable federal, state and local laws and ordinances, regulations and employee organization agreements

Identify, research and gather relevant information from a variety of sources

Read and interpret complex written materials

Analyze and evaluate data, procedures and other information

Formulate conclusions and/or alternatives and develop effective recommendations

Use work-related computer application and applicant tracking systems

Prepare clear and accurate reports

Manage a variety of simultaneous work projects

Communicate effectively both orally and in writing

Effectively use assigned computer equipment and software applications, including applicant tracking systems

Establish and maintain effective and professional relations at all levels of the SCCOE and with the public.

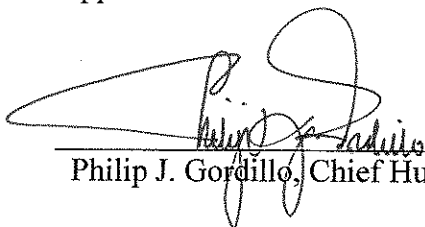
EDUCATION AND EXPERIENCE: Knowledge and abilities would typically be acquired through education, experience and training equivalent to completion of a Bachelor's Degree from an accredited college in Business Administration, Public Administration, Industrial Relations, Human Resources, or a related field plus two years of full-time experience in human resources performing professional-level analytical work.

WORKING CONDITIONS: Duties are performed in an office environment while sitting at a desk. Substitute/Relief workers may be required to work a flexible schedule evening and weekend hours. May require to use personal vehicle in the course of assignment, may be required to attend evening meetings, and travel may be required to work evenings or weekends. Occasionally operates a desktop computer for prolonged periods of time. The noise level in the work environment is usually quiet though there may be constant interruptions.

PHYSICAL DEMANDS: This position regularly sits for long periods of time, walks short distances on a regular basis, uses hands to handle, feel, finger, and to operate a computer keyboard or other office equipment, reaches with hands and arms, stoop or kneel or crouch to file speak clearly and distinctly to answer telephones and to provide information; reads fine print and operates a desktop computer; hears and understands voices over the telephone and in person; and move and transport program materials weighing up to 20 pounds.

BARGAINING UNIT: Substitute Workers Unit

Approved:

  
Philip J. Gordillo, Chief Human Resources Officer

07/31/2015  
Date