

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: PERSONNEL 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 personnel 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 personnel 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: Director - Personnel Services or designee

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

PERFORMANCE RESPONSIBILITIES:

1. Plans, schedules and performs variety of complex clerical/technical duties related to district personnel 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 personnel 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 personnel 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 personnel transactions and prepares transmittal documents for changes in employee status,

transfers, leaves, salary placement, changes in payroll status, etc.

8. Calculates salaries, updates personnel 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

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