

Napa Valley Unified School District Position Description

Position: Employee Relations Analyst	Position Number:
Department/Site: Human Resources	FLSA: Confidential
Evaluated by: Assistant Superintendent or designee	Salary Grade: 41

Summary

Provides a variety of employee relations support and service to employees in the form of position control, departmental operations and workflow, labor and economic research, collective bargaining, new employee orientation, departmental skills training, committees, and conferences. Schedules, coordinates, assists, and provides orientation on employee relations topics to small groups of employees engaged in decision-making processes. Prepares and processes a variety of accounting transactions and account adjustments.

Distinguishing Career Features

The Employee Relations Analyst represents a senior level contributor and team leader within the human resources career path. Advancement to Employee Relations Analyst is based on need, qualifications, and the ability to lead and coordinate position control/staffing and one or more programs that have District-wide span of control, such as recruitment, HRIS, employee relations, and labor contractual matters.

Essential Duties and Responsibilities

- Administers position controls to ensure the District maintains its staffing levels and use of FTEs according to budgets, grants, and allocation of available funds.
- Coordinates with payroll to monitor and control actual-versus-budgeted hours. Reviews monthly activity, approved positions and allocations, and changes in hours in order to produce accurate payrolls.
- Reviews personnel action forms and other documentation and compares to authorized staffing levels, revisions, and budgeted salary projections. Receives, reviews, and seeks facilitates approval (or not) for new positions and changes in account codes.
- Participates in reviews of all grants, and special funds for specifications and staffing requirements, allocations, and disbursements. Works with administrators to ensure accuracy of funding sources and adjust staffing levels to fit authorized budgets.
- Creates and maintains master tables, salary schedules, and work calendars for the position control system. Updates tables with approved adjustments.
- Prepares preliminary and final reports of staffing and labor costs for Board of Education meetings. May delegate and audit portions of the reporting to other HR staff.
- Arranges and coordinates workflow and administrative support related to position control and information flow to/from departments.
 - Conducts research and provides labor cost impact analysis and staffing projections to

support collective bargaining. May attend negotiations proceedings to present data and participate in the contractual process.

- Participates in planning sessions for collective bargaining including those where there is impact for full/part time status and staffing levels.
- Serves as a team leader for human resources operations that include employee transactions, recruitment for fulltime and substitute employees, and training. Trains human resources team members in department subject matter.
- May coordinate and provides new employee orientation on policies, procedures, and other conditions of employment as well as the District's objectives and philosophy of delivery of service.
- Participates in special projects including those for projecting staffing levels for various assumptions of student attendance, programs, and grants, and work calendars. Participates in human resources initiatives and services to balance workload.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires a working knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting practices that are used to make staffing decisions and projections. The position requires specialized knowledge of the principles, practices, and procedures associated with human resources management in education or related public service. Requires in-depth knowledge of employer policies and procedures, employee benefit programs, and communications channels. Requires in depth knowledge of personnel policies, rules and regulations. Requires demonstrated skills at accessing relational databases, verifying numerical and demographic information, and entering information onto established data entry screens. Requires a working knowledge of the provisions in labor contracts and Education Codes regarding classified and certificated human resources. Requires well-developed knowledge of English language, punctuation, syntax, and grammar to prepare business correspondence and reports. Requires sufficient math skills to perform standard business math calculations. Requires sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages. Requires well-developed human relation skills to convey technical concepts to others, to deal with sensitive and confidential information, to give instructions and training, and to facilitate discussions in individual and small group settings.

▪ **Abilities**

Requires the ability to learn, interpret, explain, and District human resources and accounting policies, procedures, and special terminology. Requires the ability to perform and train human resources staff in most departmental topics. Requires the ability to maintain accurate and retrievable files, records, audit trails for labor costs, staffing, and trace transactions to original entries. Requires the ability to perform accounting and general math computations quickly and accurately. Requires the ability to organize and prioritize work and organize projects to meet deadlines and timetables. Requires the ability to work cooperatively with individuals and work teams within and outside the department, including vendors. Requires the ability to access and use a computer, common office productivity software, and specialized accounting software to access databases. Requires the ability to properly handle difficult, sensitive, and confidential situations and materials. Requires the ability to work productively and cooperatively with others of diverse cultural and socio-economic backgrounds.

▪ **Physical Abilities**

The position incumbent must be able to perform work of a sedentary nature in an office environment. Requires the ability to sit upright for long periods of time, ability to retrieve work materials and to move to various district locations. Requires near visual acuity to read printed materials and microcomputer screen. Requires auditory ability to project voice to a small group and carry on conversations in person and over the phone. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, to operate microcomputer and office equipment requiring repetitive motions.

▪ **Education and Experience**

The position requires the equivalent to an Associates Degree in business or accounting and 4 years of progressively responsible experience in human resources, accounting, payroll, or benefits. Additional experience may substitute for some higher education.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.