

# Temporary Personnel Analyst

## Position Details

Class Code: 4282

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 53-B1 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under direction, performs a wide variety of human resources functions in accordance with department procedures and Clark County School District policies/regulations. Performs both routine and non-routine administrative duties as dictated by the assigned task.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Communicates and provides information to administrators and supervisors regarding staffing needs, personnel procedures, and District policies/regulations related to personnel matters.
2. May track position vacancies to ensure compliance with staffing entitlement and departmental needs.
3. May analyze examination results, courses, transcripts, employee work history, degree requirements, and/or other information using statistical methods.
4. Maintain integrity/confidentiality of departmental records and employee documentation.
5. May evaluate applicant experience, training, transcripts, and/or confidential reference profiles for compliance with minimum qualifications, employment eligibility, and/or compensation.

6. May track, audit, process, or initiate the processing of requisitions, transfers, placements, etc.
7. Provides information to administration, employees, applicants, and the public regarding employment opportunities, salary, benefits, retirement information, and other personnel-related issues.
8. Performs special projects as directed, with latitude for exercising some independent judgment and initiative.
9. May prepare annual employee contracts, notices of intent, salary projections, and collective bargaining agreements (CBAs), and may implement changes when necessary to satisfy contract management.
10. May interview applicants/employees and/or coordinate interview/screening panels.
11. May make school and/or department site visits.
12. Conducts and prepares a variety of surveys, research/special projects, and reports, as required.
13. May coordinate the advertisement schedule for out-of-District advertisements and the establishment of Qualified Selection Pools (QSPs).
14. May assist with various payroll-processing functions.
15. Performs a variety of essential filing and recordkeeping duties (i.e., coordinates and maintains various departmental/employee files), in both hard copy and electronic formats.
16. May supervise and provide input for the evaluation of assigned staff.
17. May perform verbal/written presentations and train District staff.
18. May implement and apply contract language and CBA changes.
19. May interpret, implement, and communicate pertinent CBA language.
20. May generate, execute, follow up, and/or track employee agreements.
21. May be responsible for departmental budget monitoring and tracking.
22. May perform department inventory control and ordering of supplies.
23. May perform tracking liaison duties, tracking documents and files entering and exiting the department.
24. Conforms to safety standards, as prescribed.
25. Performs other tasks related to the position, as assigned.

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## **Distinguishing Characteristics**

Involves complex, responsible clerical/technical duties requiring substantial judgment and analytical ability related to job application files and tracking process for advertised positions.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of applicable federal, state, and local statutes and laws related to assigned area.
  2. Knowledge of personnel/payroll procedures and management techniques.
  3. Knowledge of screening and interviewing skills.
  4. Knowledge of computer applications.
  5. Knowledge of how to implement and apply contract changes and negotiated agreements.
  6. Ability to effectively communicate verbally and in writing with persons of diverse cultural, educational, and economic backgrounds.
  7. Ability to analyze and complete mathematical computations.
  8. Ability to collect and objectively analyze data; prepares sound recommendations and reports.
  9. Ability to lead, supervise, and evaluate employees.
  10. Ability to meet predetermined deadlines.
  11. Ability to plan and organize work.
  12. Ability to concentrate on the accuracy of detailed information.
  13. Ability to maintain confidentiality of information.
  14. Ability to judge when to act independently and when to refer situations to an administrator.
  15. Ability to work cooperatively with employees, applicants, the public, and other agencies.
  16. Ability to recognize and report hazards and apply safe work methods.
  17. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, facsimile machines, etc.)
  18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Two (2) years of technical human resources or personnel experience (recruitment and selection, evaluating employment applications, staffing, interviewing, job analysis, testing, or payroll, etc.); or,

Two (2) years of increasingly responsible decision making management experience with involving extensive decision making and public contact, including supervision of projects and/or staff, organization, and/or coordination of complex records, confidential records, data processing/analysis, or systems applications; or,  
Associate's degree from an accredited college or university in Business, Human Resources, or a related field.

\* This is a temporary position.

\* There are no employee benefits attached to this position.

**NOTE:** Persons hired into this position will be permitted to work a maximum of 19.9 hours per week, not to exceed 720 hours per year in a 9-month assignment or 1039 hours per year in a 12-month assignment.

## **Licenses and Certifications**

A valid driver's license or state-issued identification card.

## **Preferred Qualifications**

Experience dealing with personnel administration or heavy public contact.

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## **Document(s) Required at Time of Application**

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  3. Transcripts from an accredited college or university, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District Human Resources Division (HRD) – travel to schools and other department offices.

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## **Work Environment**

### **Strength**

Sedentary/medium - exert force of 10-25 lbs., frequently; up to 10 lbs., constantly.

## **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Various computers, printers, modems, telephones, fax machines, copy machines, and all other standard office equipment.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 09/19/23
- Created: 10/13/22