PERSONNEL ANALYST

Position Details
Class Code: 4283
Job Family: Administrative/Clerical/Secretarial
Classification: Support Professional
Terms of Employment: Pay Grade 53 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under direction, the purpose of the position is to perform a wide variety of human resources functions in accordance with department procedures and Clark County School District policies and regulations. Employees in this classification perform both routine and non-routine administrative duties as dictated by the nature of the assigned task.

Essential Duties and Responsibilities
This 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 and regulations related to personnel matters.
2. May track position vacancies to ensure compliance with staffing entitlement and departmental needs.
3. Using statistical methods, may analyze examination results, courses, transcripts, employee work history, degree requirements, and/or other information as required.
4. Maintain integrity and 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 negotiated agreements, 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.

14. May assist with various payroll-processing functions.

15. Performs a variety of essential record keeping duties and filing systems, (i.e., coordinates and maintains various departmental and employee files), both hard copy and electronic.

16. May supervise and provide input for the evaluation of assigned staff.

17. May perform oral and written presentations and training of District staff.

18. May implement and apply contract language and negotiated agreement changes.

19. May interpret, implement, and communicate pertinent negotiated agreement 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 coming into and out of 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.
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 and 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 orally and in writing with persons of diverse cultural, education, and economic backgrounds.
7. Ability to analyze and complete mathematical computations.
8. Ability to collect data, analyze objectively, and prepare 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 exercise judgment, 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, (e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.).
18. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent, (i.e., General Educational 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 extensive public contacts, which includes supervision of projects and/or staff, organization, and/or coordination of complex records, confidential records, data processing/analysis, or systems applications; or,
Bachelor's Degree and one (1) year experience in related field will satisfy the experience requirements listed above.

Licenses and Certifications
1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications
Experience dealing with personnel administration or heavy public contact.

Document(s) Required at Time of Application
1. High school graduation or other equivalent, (i.e., GED, foreign equivalency, etc.).
2. College transcripts if applicable.
3. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history (dated within six (6) months from date printed) issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas
Clark County School District Human Resources Division – travel to schools and other department offices.
Work Environment

Strength
Sedentary/Medium - Exert force 10-25 lbs., frequently; and up to 10 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Physical Demand
Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a Video Display Terminal (VDT) screens or other monitoring devices.

Environmental Conditions
Varies from classrooms to exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

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

Examples of Equipment/Supplies Used to Perform Tasks
Various computers, printers, modems, telephones, fax machines, copy machines, and all other standard office equipment.

AA/EOE Statement
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information
- Revised: 01/14/21
- Created: 05/24/90