

Leon County Public Schools Classification Specification

Salary Grade 27

Summary Information:

Classification Title: Human Resources Analyst **Date Prepared:** 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however, the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

596	Personnel Records	Maintain applicant flow and employee personnel and salary records. Includes eligibility results.
601	Personnel Compliance	Ensure compliance with local, state, and federal regulations regarding all phases of employment. Includes certification monitoring.
326	Payroll Administration	Administer payroll policies and procedures. Answer questions and resolve problems of payroll preparers.
609	Personnel Reporting	Prepare personnel reports to meet various internal and/or external requests.
608	Leave Records	Maintain leave records. Monitor and record leave accrual for employees. Prepare required reports.
591	Employee Certification	Administer testing to, and certify applicants for positions requiring district certification. Includes application, testing, verification of credentials, etc.
611	Potential Employee Background Checking	Includes fingerprinting and other methods for verifying experience, credentials, and other characteristics of potential employees.
331	Benefit Plan Administration	Assist employees in completing enrollment forms for all benefit programs. Answer employee questions. Compile and file reports.
595	Classification and Compensation	Develop job descriptions and maintain salary schedules for all employees.
606	Retirement Processing	All activities related to the retirement of district personnel. May include retirement counseling.
610	Affirmative Action	Verify and report on compliance with Board policies regarding affirmative action.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.

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Activity Name (Cont.)

021	Word Processing/Typing	Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms.
029	Correspondence	Prepare correspondence. Check for grammar and punctuation. May include translations.
341	Cash Receipts	Receive cash payments. Balance and close cash drawers or registers.
335	Payment Issuance	Prepare checks. Initiate payment in the accounting system.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
024	Mail	Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
478	Requisitions	Prepare requisitions and submit to purchasing for processing.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: B.A. Degree or B.S. Degree with three years related experience; or
A.A. Degree with five years related experience; or
High School diploma or equivalent with seven years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003