



**Job Title:** Senior Human Resources Analyst

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 8

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this job is to assist the Human Resources Services staff in the efficient and effective operation of the Human Resources Services Department by providing analysis, appraisals, and other information concerning employee management, staffing, and position control.

## **ESSENTIAL JOB FUNCTIONS**

- Facilitates position control and organization charts through the personnel management system.
- Interprets and explains complex federal, state, and local laws.
- Plans, organizes, and coordinates training workshops for school-level and District-level personnel.
- Reviews, revises, and maintains human resources management rules and procedures.
- Plans and carries out assigned projects, selecting the approaches and methods to be used in solving human resources services problems.
- Prepares complete and accurate human resources reports, complex statements, and detailed analysis of employee management systems and processes.
- Consults with Information Technology staff and software company staff concerning technical matters related to the District's automated system for human resources management.
- Establishes and maintains assignment codes in Skyward.
- Runs Mass Change Processes and prepares Change Forms to correct information; sets up and maintains Position Control module.
- Works with principals, District staff, and school staff in the delivery of human resources services and support.
- Disseminates information and current research to appropriate personnel.
- Responds to inquiries or concerns in a timely and courteous manner.
- Works with other departments in the facilitation of position control, staffing, and organization charts.
- Keeps immediate supervisor informed of potential problems or unusual events.
- Uses effective communication skills to interact with a variety of personnel.

- Keeps well informed about current trends and best practices in areas of responsibilities.
- Promotes, develops, and supports in-service at the department and school levels.
- Maintains expertise in assigned area to fulfill goals and objectives.
- Participates in the development of annual goals and objectives of the department.
- Promotes and supports the professional growth of self and others.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares routine reports in a timely and accurate manner.
- Consistently represents the District in a positive and professional manner.
- Provides data to supervisor and makes knowledgeable recommendations based on the data.
- Provides leadership and direction for assigned areas of responsibility.
- Provides leadership and direction in annual development of goals and objectives.
- Utilizes proactive leadership in identifying potential problems.
- Utilizes appropriate problem-solving strategies.
- Facilitates problem solving by individuals and groups.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited educational institution with major course work in Human Resources Management, Business Administration, Accounting, or related field. Master's Degree preferred.
- Minimum of five (5) to ten (10) years of experience in human resources services or business administration.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display a knowledge of business principles, theories, and methods of accounting.
- Requires the ability to display a basic understanding of sound business management.
- Requires the ability to display a knowledge of state and federal laws and School Board policies.
- Requires the ability to display a knowledge of automated human resources management systems, and basic hardware and software applications.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to perform analysis of human resources reports and records in a timely and accurate manner.
- Requires the ability to work independently, organize, manage time, and prioritize duties.
- Requires the ability to determine the approach for work using provided guidelines.
- Requires the ability to use small office equipment and computers.

**PHYSICAL DEMANDS**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**