



HUMAN RESOURCES ANALYST I, II, III

BASIC FUNCTION

Under close supervision-to-minimal direction, participate in, conduct and/or lead the preparation of a wide variety of simple-to-highly complex research projects, analyses and studies related to a wide variety of district human resources issues, programs, policies, systems, structures and activities; participate in developing and implementing programs which sustain a richly diverse, inclusionary workforce and supports the district's education and equity initiatives.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Use standard research design methods to conduct simple-to-highly complex research, surveys, statistical analyses and studies in one or more of the Human Resources disciplines, such as employee and labor relations, talent acquisition and management, benefits administration, workforce diversity, classification and compensation, or similar activities; lead, prepare or assist in the compilation and preparation of information and writing of a variety of routine, complex and/or special reports relative to findings. “E”
- Lead and/or participate in the evaluation of programs, plans, processes, systems and procedures to achieve district and department goals for the various human resources functions and activities. “E”
- Conduct routine or preliminary investigations on matters of interest or concern to the District within the various human resources functions; work with district management, legal counsel, internal and external stakeholders and others to resolve issues, as appropriate. “E”
- Prepare for and participate in benefits and compensation studies, negotiations, workforce diversity development programs, employee recruitment and selection planning, dispute resolution, and contract administration activities; research history and practices applied in area of specialization; serve as note-taker during meetings and work sessions; participate in or assume responsibility for the development and preparation of preliminary drafts of contract language, salary recommendations, staffing, recruitment employee issues. “E”
- Ensuring compliance with laws, policies, and collective bargaining agreements, develop recommendations and advise management on making determinations regarding interpretation and application of provisions of contracts, labor agreements, affirmative action policy, hiring practices and similar activities. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to human resources practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Assist in, develop and/or conduct informational and compliance trainings related to employment law, district policies and procedures, contract administration, employee selection procedures and associated issues within area of specialization. “E”

- Study the impacts of local, State and federal legislation as they apply to public K-12 education and employment; participate in the analysis of impending legislation and draft and recommend new and revised district policy language to assure legal compliance with legislation. *“E”*
- Research situations related to various aspects of employment practices to provide clarity for resolution in consideration of contract provisions, historical practices and similar issues. *“E”*
- Participate in and represent the District at a variety of unemployment hearings, TSPC investigations, meetings, workshops, seminars and in-services. *“E”*
- Update and provide enhancements to designated pages of the Human Resources Department website. *“E”*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

All levels of the HR Analyst series participate in and conduct a variety of studies and analyses for identifying, developing and implementing local, State and federal employment laws and District policies, practices and procedures within the various human resources disciplines. The classifications are differentiated by the degree of complexity in research, data collection, analysis and reporting, as well as the scope of responsibility, independence and decision-making applied in accomplishing assigned duties. Employees in this classification series explore and develop strategies to align activities directly to the district’s Racial Educational Equity Policy and Human Resource’s Strategic Plan.

The Human Resources Analyst I is the entry level, bridge classification from the HR Associate and Specialist series. Where the Associate/Specialist emphasis focuses on simple-to-complex well established continuous processes, the entry level Analyst I classification, under close supervision and direction, focuses on conducting routine, entry-level analytical work, which includes conducting straightforward research and data collection, analyzing findings and preparing basic written reports and recommendations. Duties and responsibilities require the limited use of independent judgment and discretion within clearly defined parameters.

The Human Resources Analyst II performs the full scope of professional-level analytical staff work in one of the HR disciplines. Under general direction, employees perform complex analytical work requiring a systematic, disciplined, and creative approach to problem solving. Employees collect information and data covering a variety of seemingly different and unrelated activities, processes and methods and synthesize findings in developing recommendations. Employees at this level provide professional expertise within the context of their discipline and prepare and present detailed analyses, reports and presentations which offer multiple recommendations on specific subject matter.

The Human Resources Analyst III performs the full scope of professional analytical staff work in one of the HR disciplines. Under minimal direction, incumbents perform the most complex, responsible analytical work requiring a systematic, disciplined, and creative approach to problem solving, performing multivariable analyses often involving review and analysis of different and unrelated processes and methods essential in developing findings and preparing recommendations. Employees at this level provide subject matter expertise within the context of their discipline and may provide leadership, training, work direction and guidance to entry and professional level HR staff. Employees prepare and present detailed analyses, reports, presentations and trainings, which offer multiple recommendations for the specific subject matter.

EMPLOYMENT STANDARDS

Knowledge of:

Human Resources principles and best practices.

Functional areas of specialization, such as employee relations standards and practices, uniform guidelines on employee selection procedures, adverse impact in employment, classification analysis, salary survey techniques, negotiation and mediation techniques, pay equity, affirmative action, affordable care act, and related principles.

Federal, State, and local employment laws, rules, regulations and statutes.

Board policies related to human resources matters.

Research methods and data analysis techniques.

Project management techniques.

School district organization and organizational relationships.

Internet and web page applications and resources.

Record-keeping techniques.

Oral and written communication skills.

Customer service principles.

Operations and applications of a variety of office machines, technologies and software.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Conduct basic-to-highly complex research and analyze data.

Prepare and present data in written reports and oral presentations.

Learn, interpret, apply and explain contracts, laws, rules, regulations, policies and procedures.

Learn, develop and apply subject matter expertise in the functional areas of specialization, such as employee relations standards and practices, uniform guidelines on employee selection procedures, adverse impact in employment, negotiation and mediation techniques, pay equity, affirmative action, affordable care act, and related principles.

Analyze situations accurately and adopt an effective course of action.

Build rapport with employees and managers.

Work with district stakeholders with richly diverse academic, cultural and ethnic backgrounds.

Work independently with little direction.

Demonstrate high ethical standards.

Maintain confidentiality.

Work on multiple projects simultaneously.

Develop, enhance and maintain webpage presence.

Deliver a high-level of customer service to district stakeholders.

Advocate, model, learn and implement Portland Public School's Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.

Analyze processes and problems, identify opportunities for improvement, recommend and follow through on approved changes.

Learn a variety of web-based district software.

Operate a variety of office machines, technologies and software including word processing, spreadsheet, data base, web content and presentation software.

Education, Training and Experience:

The Human Resources Analyst I requires a Bachelor's degree in Legal Studies, Human Resources, Business Administration, Public Administration, Social Science, or a related field and two (2) years of Human Resources experience participating in contract negotiations, collective bargaining agreement analyses, compensation and benefits surveys, recruitment, staffing and/or administrative analyses of human resources processes and procedures or one (1) year performing systematic and procedural work within one of the Portland Public Schools human resources disciplines.

The Human Resources Analyst II requires a Bachelor's degree in Legal Studies, Human Resources, Business Administration, Public Administration, Social Science, or a related field and three (3) years of Human Resources experience performing professional-level analytical work in one or more of the HR disciplines, such as actively participating in contract negotiations, collective bargaining agreement analyses

and recommendations, classification, compensation and benefits surveys, recruitment, staffing and/or administrative analyses of human resources processes and procedures or two (2) years as a Human Resources Analyst I within one of the Portland Public Schools human resources disciplines.

The Human Resources Analyst III requires a Bachelor's degree in Legal Studies, Human Resources, Business Administration, Public Administration, Social Science, or a related field and five (5) years of Human Resources experience performing professional-level analytical work in one or more of the HR disciplines, such as actively participating in contract negotiations, collective bargaining agreement analyses and recommendations, classification, compensation and benefits surveys, recruitment, staffing and/or administrative analyses of human resources processes and procedures or three (3) years as a Human Resources Analyst II within one of the Portland Public Schools human resources disciplines. Lead or supervisory experience is desirable.

Current HRCI or SHRM professional certification may substitute for one of the years of required experience at the HR Analyst II and III levels.

Experience in public agency or K-12 public education is preferred.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special Requirements:

Work hours will occasionally include irregular hours, evening and weekend meetings.

Some positions in these classifications may require the use of a personal automobile and possession of a valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment; occasional evening, weekend, and variable hours.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: HR Analyst I – Non-Exempt; HR Analyst II & III: Exempt
Bargaining Unit: N/A
Salary Grade: HRAn I -23; HRAn II– 28; HRAn III - 33

Approval Date: December 6, 2016
Revised: June 2, 2017

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P