

**JOB DESCRIPTION**  
**San Leandro Unified School District**

**Personnel Services Analyst**

**Purpose Statement**

The job of Personnel Services Analyst is done for the purpose/s of performing a variety of complex duties in support of classified and/or certificated personnel services operations and activities at the district office department level; participating in the recruitment, retention, screening and processing of new personnel; providing information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; preparing and maintaining a variety of manual and automated personnel files, records and reports.

This job reports to the assigned administrator in the Personnel Services Department.

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**Essential Functions**

- Perform a variety of technical duties in the review and processing of applications and other documents to assure certificated/classified personnel hold valid and proper credentials as assigned by the position; notify individuals of required coursework to obtain or clear credentials and provide related materials; notify individuals of required onboarding materials, assist with processing renewal applications, temporary certificates and clearances for general credentials and permits
- Perform a variety of specialized complex, confidential, and professional human resources functions in the recruitment, examination, selection, classification and compensation of employees.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, retention, personnel records and/or labor relations and related legal requirements.
- Process personnel action forms for employment, leave of absence, retirements, terminations, and changes in classifications or salary, leaves, layoffs, re-employment and other personnel actions as assigned.
- Coordinates employment process (e.g. advertising, processing applications, preparing screening criteria, administering/evaluating tests, scheduling interviews, etc.) to assure candidates meet minimum qualifications while complying with established guidelines.
- Interprets contract language, education code and employment regulations for the purpose of ensuring compliance with regulatory requirements.
- Participates in and/or conducts a variety of meetings, workshops, and trainings (e.g. recruitment and retention activities, community engagement activities, new employee orientation, etc.) for the purpose of providing or receiving information and supporting the needs of the attendees.
- Input a variety of employee information and other personnel data into an assigned human resource computer platform; maintain and update employee records and files; generate a variety of computerized lists and reports; assure accuracy of input and output data.
- Act as a point of contact for employees regarding Human Resource (HR)-related inquiries.
- Collect and process various employment forms and applications; arrange interview panels and testing activities as assigned; arrange and follow-up for clearance on fingerprints; forward new

employee information to payroll and other departments

- Maintains a variety of employment files (applicants, seniority and eligibility lists, test scores, etc.) and records, compiling pertinent employee information (salary, probationary period, eligibility, etc.) for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with mandated requirements.
- Researches a variety of topics (e.g. current practices, policies, education codes, ect.) for the purpose of providing information and/or recommendations that address a variety of administrative and legal requirements including all onboarding regulations.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

### **Other Functions**

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; codes/laws/rules/regulations/policies; and English grammar, spelling and punctuation.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment. Office environment with constant interruptions. Hearing and speaking to exchange information. Sitting or standing for extended periods. Bending, kneeling, or crouching to file materials. Seeing to read a variety of materials.

Experience Job related experience with increasing levels of responsibility is desired.

Education High school diploma or equivalent

Equivalency

Required Testing

Must pass the district's qualifying exam.

Certificates

Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background  
Clearance

TB Screen

FLSA Status

Non Exempt

*Pending approval*

Approval Date

Board Approved May 13, 2025

Salary Range

48