



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Administrative Analyst for Human Resources
Department: Office of the Superintendent
Report To: Director of Human Resources
Salary Guide: Non Affiliate A; Twelve-month contract
Prepared Date: 21 September 2021

Position Summary: The Administrative Analyst performs professional-level duties in one or more internal support areas; compile and analyze data; employee onboarding, participate in design and implementation of systems and procedures, budget, personnel, contracts, procurement, or other assignments supporting the mission of the organization. Works closely with all members of the Human Resources department to determine organization administrative priorities and ensures timely completion of those priorities by performing the following duties personally or through other district staff.

Qualifications: A Bachelor's Degree from an accredited college or university with major coursework in public or business administration, economics, accounting, personnel, or a closely related field preferred. Previous experience in education preferred. To perform this job successfully, an individual must have strong technological and communication skills and the ability to prioritize work with minimal supervision. Demonstrates experience with independent projects and tasks.

Essential Duties: The administrative analyst has the duties and responsibilities, commonly associated with this position, which are performed directly or through the proper delegation of authority. See below:

- Participate in the efficient workflow of the Human Resources department.
- Ensure all postings are created and viewable by staff for the required time periods.
- Conduct all employment verifications and certification checks.
- Ensures staff utilize QualCare or district Worker's Compensation program and track staff status.
- Conduct School Ethics mandatory report submissions from all relevant employees.
- Aid the Director and Special Assistant for Labor Relations by analyzing and coordinating office services and affairs such as following up on board approvals, employee onboarding, budget preparation materials, ID badge/swipe creation and access, equipment utilization, records control, and human resources reporting.
- Prepare sensitive materials in the areas of labor relations, labor management, employee complaints grievances and personnel matters.
- Complete required state and governmental reports including the EEO-5 report, CRDC report, Fall Report, Paraprofessional report, Certification matrix,

Comprehensive Equity Plan, demographic reports and all other personnel related reports for the state, board of education and district.

- Assist the department to ensure timely completion and distribution of the board agenda.
- Possess a thorough understanding of database software programs.
- Assist HR staff with personnel assignments for various purposes such as leaves of absence, changes in assignments, changes in locations, and changes in hours, terminations and new hire documentation.
- Maintain accurate spreadsheets such as the personnel staffing list, leave of absence lists, non-affiliate salaries, attendance and budget reports.
- Ensure staff compliance with contract signatures and GCN mandatory modules.
- Thorough knowledge of collective bargaining agreements and policies. Proper application of payout calculations and entitlement days for all levels of staff.
- Serve as a point of contact for schools, administrators, staff, outside agencies and district departments.
- Perform other tasks and assume such other responsibilities as the Director and/or Special Assistant for Labor Relations from time to time. may assign or delegate.

Central Office Administration/Building Principals

- Work with all administrative assistants, all members of the department and staff at the board office.
- Work collaboratively with Assistant Superintendents, Principals, and Directors.

Other Administrative

- Respond to inquiries and requests for information from employees and perform research necessary to provide an accurate and informed response.
- Prepare correspondence and answers inquiries regarding Human Resources matters.
- Compile narrative and statistical reports for the board of education, and county and state education and oversight authorities.
- Maintain personnel tracking spreadsheets based on various staff needs and assignments.
- Prepares letters for staff on behalf of the director.

Additional Responsibilities

- Perform all other duties that may be assigned by the department administration.
- Study management methods in order to improve the effectiveness and efficiency of workflow and reporting procedures.
- Identify administrative needs and develop appropriate solutions or recommendations.

SUPERVISORY RESPONSIBILITIES: This position requires no supervisory responsibilities.

CERTIFICATION: None

QUALIFICATIONS:

Knowledge of:

- Principles and practices of statistical analysis.
- Research techniques, methods, and procedures.
- Applicable Federal, State, and local laws and regulations.
- Methods of reporting information.
- Principles and practices of organization and public administration.
- Principles, methods, and practices of finance, budgeting, and accounting.

Skill in:

- Providing customer service, including dealing with people in sensitive situations and problem resolution.
- Making presentations and conducting meetings.
- Efficient utilization of technology applications, and software including but not limited to Microsoft Excel, Microsoft Word, Genesis (all modules), Systems 3000, Unified Talent, digital cameras, badge creation hardware, and other HR department hardware.

Ability to:

- Interpret and apply rules, regulations, laws, ordinances, and policies.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with employees, the general public and others contacted in the course of work.
- Review and analyze organizational and administrative problems; recommend and implement effective courses of action.
- Meet multiple deadlines.

COMPUTER SKILLS: Proficient in computer applications pertinent to support the position, including but not limited to Genesis Staff Management, Unified Talent, Interview Stream, Student Information System and other databases, Microsoft Word, Excel, Access, PowerPoint, and accounting software.

PHYSICAL DEMANDS: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

EVALUATION: Performance in this position will be evaluated annually in accordance with the board's policy on supervision and evaluation of non-certificated personnel by the assistant superintendent of schools.

TERMS OF EMPLOYMENT: Twelve month contract; Non-affiliate A bargaining unit.

BOARD APPROVAL DATE:

9/21/2021

CERTIFIED BY:


Director of Human Resources