

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Employee Relations Analyst	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
	Human Resource Services	SALARY:	Range 63 Salary Schedule F
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL: BOARD REVISION: CABINET APPROVAL:	

Develop, write, revise, and maintain position descriptions to accurately describe job content; maintain and update classification/compensation databases and internal relationship matrix. **E**

Conduct desk audits of individual and/or group positions; travel to work sites to conduct desk audits; utilize personal interviews, supporting documentation, questionnaires, and existing position descriptions to analyze and validate facts related to job content, level, compensable factors, and relationships to other positions; and prepare and submit desk audit report and recommendation for approval. **E**

Participate in collaborative meetings, meet with various labor partner and District staff to collectively produce annual work calendars for all District work groups, Prepare and implement all District work calendars, and publish on District website. **E**

Calculate salary schedules and stipend tables according to contract language, letters of agreement, past practice, and District standards; work closely with other departments to implement new and/or revised salary schedules and stipend tables; distribute and maintain salary schedules. **E**

Produce and design camera-ready documents for a variety of publications and other materials; prepare display and employment advertisements, create special effects or other visual images, and manipulate graphics and photos; develop and maintain electronic forms environment; scan graphics, signatures, and documents; and develop, design, or revise brochures, forms, handbooks, manuals, presentations, and other documents. **E**

Assist with various personnel functions including the processing of leave of absence requests, preparation of leave of absence materials, and other leave of absence related activities, notice of 39-month reemployment letters pertaining to leaves, leaves of absence, input absence reports; maintain confidentiality of sensitive information. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Remain current and knowledgeable on new classification and compensation systems for public and private sectors, job analysis, and changes in technology/human resources issues. **E**

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, providing cross training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and department. **E**

Perform related duties as assigned.

Word 95% Overall Score
Excel 95% Overall Score

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; see to read, prepare, and proofread