

Personnel Analyst - Bilingual

Position Details

Class Code: 4284

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direction, performs a human resources functions according to Clark County School District (CCSD) and department policies, procedures, and regulations. Performs routine and non-routine administrative duties as dictated by the assigned task.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Informs administrators/supervisors of staffing needs, personnel procedures, and CCSD policies/regulations regarding personnel matters.
2. May track position vacancies to ensure compliance with staffing entitlement and departmental needs.
3. May analyze examination results, courses, transcripts, employee work history, degree requirements, and other information using statistical methods.
4. Maintains integrity and confidentiality of employee/department records.
5. May evaluate applicant experience, training, transcripts, and/or confidential reference profiles for compliance with minimum qualifications, employment eligibility, and/or compensation.
6. May track, audit, process, or initiate processing of requisitions, transfers, placements, etc.

7. Informs administration, employees, applicants, and the public of employment opportunities, salaries, benefits, retirement information, and other personnel-related issues.
 8. Performs special projects as directed, with latitude for exercising some independent judgment and initiative.
 9. May prepare annual employee contracts, notices of intent, salary projections, and negotiated agreements; may implement changes to satisfy contract management, when necessary.
 10. May interview applicants/employees and coordinate interview/screening panels.
 11. May make school and department site visits.
 12. Conducts/prepares surveys, research, special projects, and reports, as required.
 13. May coordinate out-of-District advertisement schedule and establishment of Qualified Selection Pools (QSPs).
 14. May assist with payroll-processing functions.
 15. Performs essential recordkeeping and filing duties (i.e., coordinates and maintains department/employee files), both electronic and hard copy.
 16. May supervise and provide input for the evaluation of assigned staff.
 17. May perform verbal/written presentations and train CCSD staff.
 18. May implement/apply contract language and negotiated agreement changes.
 19. May interpret, implement, and communicate pertinent negotiated agreement language.
 20. May generate, execute, follow-up, and/or track employee agreements.
 21. May be responsible for departmental budget monitoring and tracking.
 22. May perform department inventory control and order supplies.
 23. May perform tracking liaison duties; tracks documents/files entering and leaving the department.
 24. May assist with fingerprinting duties.
 25. Conforms to safety standards, as prescribed.
 26. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex, responsible clerical/technical duties requiring substantial judgment and analytical ability related to job application files and tracking advertised positions.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of applicable federal, state, and local statutes/laws related to assigned area.
 2. Knowledge of personnel/payroll procedures and management techniques.
 3. Knowledge of screening and interviewing techniques.
 4. Knowledge of computer applications.
 5. Knowledge of how to implement/apply contract changes and negotiated agreements.
 6. Ability to communicate effectively with people of diverse cultural, educational, and economic backgrounds, verbally and in writing.
 7. Ability to perform mathematical calculations.
 8. Ability to objectively collect and analyze data; prepares sound recommendations and reports.
 9. Ability to lead, supervise, and evaluate employees.
 10. Ability to meet predetermined deadlines.
 11. Ability to plan and organize work.
 12. Ability to concentrate on the accuracy of detailed information.
 13. Ability to maintain confidentiality of information.
 14. Ability to judge when to act independently and when to refer situations to an administrator.
 15. Ability to work cooperatively with employees, applicants, the public, and other agencies.
 16. Ability to recognize/report hazards and apply safe work methods.
 17. Ability to operate basic office equipment (computers, printers, copiers, telephones, facsimile machines, etc.)
 18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.)
2. Two (2) years' technical human resources or personnel experience (recruitment/selection, employment application evaluation, staffing, interviewing, job analysis, testing, payroll, etc.); or,

Two (2) years' increasingly responsible, managerial, decision making experience with extensive public contact, including project/staff supervision, organization, complex/confidential record coordination, data processing/analysis, or systems applications; or,

Associate degree from an accredited college/university in Business, Human Resources, or a related field.

3. Language Proficiency Test - selected candidates will demonstrate conversational proficiency in English and another language, as measured by a District-approved third-party administrator.

NOTE: Language(s) required are contingent upon the current position vacancy, advertisement, or assignment. Some departments may require selected candidates to pass an extensive background check/investigation.

Licenses and Certifications

A valid driver's license or state-issued identification card.

NOTE: Some departments may require selected candidates to obtain (after hire) and maintain certification of Shared Computer Operations for Protection and Enforcement (SCOPE), National Crime Information Center (NCIC), Nevada Criminal Justice Information System (NCJIS), and other criminal history databases.

Preferred Qualifications

Experience in personnel administration or heavy public contact.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.)
2. Transcripts from an accredited college/university, if applicable.
3. Copy of a valid driver's license or state-issued identification card.
4. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: Selected candidates must upload verification of successful language proficiency test completion to their profile.

Examples of Assigned Work Areas

CCSD Human Resources Division (HRD) – travel to schools and department offices.

Work Environment

Strength

Sedentary/medium – exert force of 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, modems, telephones, fax machines, copiers, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 11/07/23
- Created: 10/21/16