

**TITLE:** Personnel Analyst

**QUALIFICATIONS:**

1. Associate's degree or higher preferred.
2. Five years human resource management, personnel, and/or related school district experience.
3. Knowledge of Florida certification requirements preferred.
4. Knowledge of federal qualification requirements for faculty preferred.
5. Experienced with industry-standard computer applications.
6. Experienced in working with diverse groups.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director, Personnel Services

**JOB GOAL:** To assist with District compliance with state and federal staff qualification requirements, to facilitate fulfillment of requirements by staff members, and to support measures to recruit and retain highly qualified personnel.

**ESSENTIAL FUNCTIONS:**

1. Creates and maintains databases for qualifications of teachers and other identified staff groups.
2. Creates and maintains databases for terminations and reassignments of teachers and other identified staff groups.
3. Analyzes database information, providing baseline and annual measurement data.
4. Participates in and supports activities identified as needed in reaching established staffing goals, including areas such as qualified applicant pools, retention and mobility rates, and appropriately-credentialed staff as defined by federal, state and district requirements.
5. Analyzes individual credentials and qualifications for determination of compliance with federal, state and District requirements.
6. Provides assistance to applicants and employees in identifying and meeting applicable federal, state, and District qualification requirements.
7. Performs tasks necessary for federal and state audits involving staff qualifications.
8. Performs tasks as assigned for involuntary transfer and reduction in force processes.
9. Develops and documents related processes and procedures.
10. Assists in facilitating training related to job goal.
11. Consults with appropriate grant program officer to ensure compliance with applicable grant program requirements.
12. Maintains records, collects data, and prepares reports as required by federal or state legislation or grant program requirements.

**OTHER RESPONSIBILITIES:**

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

**PHYSICAL REQUIREMENT:**

This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Twelve month year. Salary as established by the Board.

**ASSESSMENT:**

Performance of this job will be assessed in accordance with provisions of the Board's policy on evaluation of technical personnel.

Adopted: 10/06/04