



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED CONFIDENTIAL

## PERSONNEL ANALYST

### DEFINITION:

Under general supervision, administers district-wide employee leave and attendance, Pregnancy Disability Leave (PDL), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and 39-month medical leave programs to ensure compliance with law, policies, regulations and collective bargaining agreements. This position provides consultation and advice in the areas of employee leave administration and absence management, including technical assistance related to the management of complex leave interactions and absence management cases. This position is responsible to advise employees on leave eligibility and is responsible to participate in the development of and conduct training for supervisors regarding obligations under the various laws and policies of different types of leave of absences.

### ESSENTIAL DUTIES:

- Serve as a subject matter expert to staff and management regarding leaves, absences and absence management in accordance with applicable laws and policies, including department specific attendance guidelines and/or policies.
- Administer leaves of absence, including personal leave, medical leave, bereavement leave, military leave, leave without pay, parental leave, FMLA and CFRA, etc.
- Advise and counsel employees and supervisors on leave eligibility, interaction and job implications and guidelines.
- Coordinate the processing of leave of absence requests.
- Research and recommend policies and best practices regarding the effective management of employee attendance and absenteeism.
- Work collaboratively with Risk Management and Payroll Services regarding leave and medical restriction issues that impact return to work, pay and/or benefits.
- Effectively communicate changes in return to work dates and leave statuses to Payroll and appropriate departments and site staff in a timely manner.
- Accurately interpret, apply and maintain a current, working knowledge of FMLA, CFRA, PDL, 39-month medical leave and other state or federal laws that affect leave compliance.
- Communicate employee and applicant rights and responsibilities verbally and in written format.
- Respond to questions regarding the laws and procedures for employees utilizing leave of absence or requesting accommodation.
- Research information and verify validity of off work orders as necessary.
- Create training and communication materials relative to compliance and leaves of absence to enhance employees' understanding of the programs.
- Conduct training presentations in the areas of leaves, time-off, FLMA, CFRA, PDL and 39-month medical leave programs.
- Assist in updating policies relating to leaves, time-off, FLMA, CFRA, PDL and 39-month medical leave programs.
- Ensure maintenance of off work order and leave record system.
- Develops, calculates and maintains employee 39-month and seniority information and records; researches and analyzes employment history records to resolve problems or respond to inquiries.
- Prepare narrative and statistical reports regarding personnel data and trends.
- Analyzes, reviews and interprets legal mandates, policies, regulations and guidelines to ensure that personnel services are performed in an effective, efficient manner, and in compliance with legal mandates, policies, regulations and governing board policies.
- Assists in the planning, development, implementation and maintenance of highly technical, manual and automated personnel record management, storage and retrieval systems.

- Participates in research and development functions, such as staffing needs assessments, wage and salary analyses, surveys, and other personnel services related operations.
- May independently, or with little direction, compose various types of correspondence, including memos, letters, announcements and bulletins from notes, rough drafts or verbal directions.
- Performs other related duties as assigned and/or required.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Education Code, Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Uniformed Services Employment and Reemployment Rights (USERRA), Health Insurance Accountability Portability and Accountability Act (HIPAA), Fair Employment and Housing Act (FEHA), Genetic Information Nondiscrimination Act (GINA) and Americans with Disabilities Act (ADA) regulations.
- Research and data collection methods and techniques.
- Principles of management, supervision and training.
- Public speaking and public relations, principles and practices.
- Modern office procedures, methods and computer equipment.

ABILITY TO:

- Recognize precedent-setting situations.
- Demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with employees.
- Communicate complex information in a clear and concise manner using a caring, empathetic, compassionate approach.
- Creatively and collaboratively problem-solve to facilitate methods of tracking and administering complex medical leaves of absence.
- Gather, organize, analyze, evaluate and interpret data.
- Prepare clear and comprehensive reports.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze problems, identify solutions, project consequences of proposed actions.
- Properly interpret and make decisions in accordance with school district regulations, collective bargaining agreements, laws, regulations and policies.
- Recommend improvements in operations, rules, regulations and policies.
- Understand and follow oral and written instructions.
- Research pertinent rules, processes, procedures, Federal, State, local laws and ordinances, Education Code, regulations and policies.

**EDUCATION AND EXPERIENCE:**

EDUCATION:

Any one (1) of the following:

Associates degree;

OR

30 semester hours of college coursework including 2 years' experience with employee attendance and leave management;

OR

Certificate in human resources/personnel management from an accredited college/university.

EXPERIENCE:

Four years of increasingly responsible experience in a personnel office including some experience that provides familiarity with employee attendance and leave management; preferably in a school district or county schools setting.

Recent job-related experience within the last five years is required.

## **LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Possession of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Indoor, office work environment.  
Constant interruptions.

### PHYSICAL ELEMENTS:

The physical activities listed below are examples of the physical requirements necessary to perform essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but, may involving walking or standing for brief periods.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the position.

### POTENTIAL HAZARDS:

N/A

Revision Date: 7/2021

**AN EQUAL OPPORTUNITY EMPLOYER  
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**