



SFUSD SAN FRANCISCO
PUBLIC SCHOOLS

1241 Personnel Analyst, SFUSD
One (1) Positions, Temporary Exempt
Limited Term 10/08/12 – 01/07/2012
Full Time or Part Time-(Flexible Hours)
\$26.92 - \$32.69 hourly

The mission of the San Francisco Unified School District is to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential. The goals of SFUSD are the following:

- **Access and Equity** - Make social justice a reality.
- **Student Achievement** - Engage high achieving and joyful learners.
- **Accountability** - Keep our promises to students and families.

Position Description:

The 1241 Personnel Analyst (Human Capital Specialist) will perform individualized, site-specific duties in the recruitment, selection, placement, and processing of applicants for certificated teacher positions, with a particular focus on San Francisco's lowest performing and hard to staff schools. The Personnel Analyst will be accountable for meeting recruitment and staffing goals throughout the school year. This position offers the successful candidate the opportunity to have a profound impact on teacher quality and student achievement in San Francisco.

This is at Temporary Exempt Civil Service Position (TEX). The current position is located at San Francisco Unified School District.

The duration of this position is limited term. It will begin October 8, 2012 and end on January 7, 2012. The selected candidate will have the option of full-time or part-time employment. Flexible hours are available for part time employment; however, a set schedule decided upon at the time of appointment will last the duration of the appointment.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class(es) and are not intended to be an inclusive list.

Specific essential duties for the 1241 Personnel Analyst (Human Capital Specialist) position in the Human Resources Certificated (teaching) Division include:

- Providing excellent customer service and staffing support to a portfolio of schools (approximately 20 school sites and up to 3 central departments).
- Recruiting and hiring outstanding school-site employees (certificated staff) who are committed to SFUSD's mission of social justice and equity and who are highly skilled in moving all of their students to high levels of academic growth.
- Supporting school sites and central departments with their staffing needs, including:

- Building a relationship with each principal/hiring manager to become familiar the specific needs of each school/department.
- Identification of vacancies and referring of potential candidates based on the site's unique needs.
- Tracking and documenting referral and vacancy data, and following up with hiring managers to ensure a timely hiring process and that all vacancies are filled.
- Meeting with school site leaders at least 3 times a year (and additionally as needed) to discuss teacher effectiveness assessments and retention and evaluation plans.
- Consulting with principals to assist in development of a declaration of Intent process, school marketing plan, competency-based selection model, effective interview techniques and an onboarding and orientation plan for new hires.
- Reviewing and processing candidate applications.
- Providing logistical support and compliance to school site and central department leaders on district deadlines and key dates, federal and state policies, requirements established by the California Commission on Teacher Credentialing, and policies established through the collective bargaining process, including consolidation and evaluation.
- Collecting and analyzing data in order to measure progress toward staffing goals.
- Providing principal training/professional development on hiring and selection best practices through a Strategic Staffing Workshop Series.

In addition to supporting school sites, the Personnel Analyst will collaborate with other Human Resources and Central Office staff to perform the following duties:

- Manage on site, day-to-day operations, including maintaining the teacher applicant database (SearchSoft), responding to principal needs and concerns, and addressing candidate communications in a timely manner
- Provide outstanding customer service to candidates by communicating regularly and advising candidates on position requirements
- Build relationships and maintain communication with Area Superintendents and other central office administrators to advocate for processes that will improve teacher effectiveness
- Prepare memoranda and data reports and make recommendations thereon.
- Process new hires throughout onboarding process, from time of hire to start date
- Collect and analyze placement data to benchmark progress toward goals; conduct analysis of results of selection to assess impact and ensure compliance
- Determine and analyze recruitment needs based on workforce analyses and staffing goals and develop national, statewide, and local recruitment plans
- Conduct recruitment activities at various educational institutions, recruitment fairs, professional conferences and other facilities (*some travel may be required*)
- Plan, organize, and manage the logistics of hiring/interview events, orientations, and training sessions
- Maintain all databases, as necessary
- Work with Human Capital team members on additional projects as necessary

Knowledge, Skills and Abilities:

Knowledge of: principles and practices of position classification including class concepts and levels, allocation factors, career ladders and class specifications; principles and practices of recruitment and selection including job analysis methodologies and test construction and validation; principles and practices of compensation including job evaluation systems and survey methods; and descriptive statistics including measures of central tendency and variability.

Ability to: Apply the principles, techniques and methods used in classification, recruitment and selection, and compensation; make accurate analyses and evaluations of personnel matters; comprehend and interpret federal, state and local laws, ordinances, regulations and guidelines such as the California EDCODE, Certification Rules, and Teacher organization agreements; learn to operate a networked personal computer using word processing, spreadsheet and database software; exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs; communicate clearly, concisely, well organized, and an effective manner, both orally and in writing; and establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

1. TRAINING: Possession of a baccalaureate degree from an accredited college or university.

*Please note: Meeting the Minimum Qualifications does not guarantee applicants an interview or further advancement in the selection process.

Substitution:

Verifiable professional personnel/human resources work experience performing duties equivalent to those of City and County of San Francisco Class 1241 Personnel Analyst in one or more of the following areas may substitute for up to two years of the required education on a year-for-year basis: recruitment and selection, classification, salary administration, employee/labor relations, and Equal Employment Opportunity (EEO) programs. (One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.)

Desirable Qualifications:

We are seeking an individual who passionately believes in the mission of SFUSD and in our ability to effect positive systemic change. We are looking for a team member who has a passion for education, who thrives in an active and challenging environment, and who demonstrates a record of achievement. Successful candidates will assume a high sense of accountability and ownership over their work and will also demonstrate:

- At least four years of experience as a teacher within an urban setting or at least four years working in a school district, educational non-profit or other K-12 setting
- Knowledge of effective instructional practices that drive student achievement
- Experience with San Francisco public schools or another urban school district
- A high degree of cultural awareness and competency in cross-cultural practice
- An intermediate or advanced knowledge of Microsoft Excel
- The ability to form strong professional relationships with school administrators and other partners

- Experience in a goal-driven professional setting with a strong track record of meeting or exceeding those goals
- Excellent data analysis skills and experience synthesizing data to drive action steps
- Superb computer skills, including Microsoft Office Suite (Outlook, Word, and PowerPoint)
- Outstanding organizational and event planning skills
- The ability to manage multiple responsibilities simultaneously
- Exceptional attention to detail
- The ability to learn quickly in a fast-paced environment
- The ability to identify challenges and proactively work to find solutions
- Flexible, "can do" work ethic with a focus on what can be delivered instead of what cannot be done
- A passionate belief in the mission of SFUSD and commitment to increasing the effectiveness of its teacher workforce in order to increase student achievement

The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

SPECIAL REQUIREMENTS:

Some positions may require sufficient strength and coordination for lifting, pushing, pulling and/or carrying the weight of computer equipment. May require bending, stooping and/or crawling in order to install or repair computer or printer cables. May require hand/eye coordination for semi-skilled movements, such as taking apart casings, installing parts, reconnecting computers and data entry. This position may involve some video display terminal (VDT) and/or other low level EMF exposure, common for many positions that involve technology and its prolonged use. May require rotational and shift assignment and may be required to travel to and work at a hot site, which may be located out of state, to resume data center operations after a disaster.

Disaster Service Workers

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Minorities, Women, and Persons with Disabilities are Encouraged to Apply
We are an Equal Opportunity Employer