

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
CLASSIFIED JOB DESCRIPTION**

**Job Title:** Human Resources Analyst  
(ESSER 3.0 Funded)

**Department:** Central Office Gracey

**Grade** K  
**H.P.D.** 8  
**D.P.Y.** 260

**Job Description**

**Date Reviewed:** July 2023

**Reports To:** Chief Human Resources Officer

**Purpose of Job**

In support of the strategic work of HR, this position will provide essential data related to staffing, retention, and recruitment to inform the decisions of the Human Resources Leadership team. An important function of this position is to ensure HR processes maintain a high level of efficiency and accuracy, while also coordinating special projects. Department projects are (but not limited to), managing position control, assisting with market analysis implementation, and overseeing the classified evaluation process.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Create and support a customer first culture that establishes customer service as the CMCSS competitive advantage.

Be able to manage all Munis functions and transactions related to new and existing employees.

Ensures Munis processes and procedures are efficient and updated software functions are implemented.

Writes and updates work instructions for all classified processes.

Serves as back up to other HR Department members as needed.

Prepares, distributes, and generates correspondence, letters, memoranda, forms, reports and other documents.

Related to classified employee terminations, prepares and reports personnel actions to the Director of Schools for approval.

Oversees the maintenance of departmental files and records.

Collaborate with the Technology Department on needed computer and software enhancements and reports to improve efficiency of processes.

Use knowledge of various software programs to operate a computer in an effective and efficient manner.

Responds to requests for information or assistance from officials, members of the staff, the public or other individuals.

Communicates promptly and effectively with customers over the phone, in person and in written correspondence.

Establish and maintain effective working relationships.

Convey a positive and professional image to applicants and employees.

Maintain the highly confidential nature of human resources work.

Collect, compile and analyze information and data, and interpret and apply laws, ordinances, and policies.

Monitors online job postings for accuracy of position numbers and availability. If needed, provides assistance with posting positions.

Maintain and utilize the online evaluations system to process employee salary increases.

Maintains all classified employee job descriptions, classification chart and updates as necessary. Maintains electronic vacancies for classified staff.

Assists the Director of Classified Employment with annual market analysis.

Provides training assistance to Supervisors & Principals in regards to new processes or policies applicable to their employees.

Management of position control numbers for certified and classified staffing changes. Maintain records of additions, deletions and funding changes on positions. Collaborate with the Business Affairs Department on changes with budgetary implications.

Prepare and/or review position reports for the Chief Human Resources Officer as needed for staffing reviews.

Create job class codes for certified and classified positions.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma or equivalent required. Bachelor's degree, preferred. Experience with Microsoft Office, Excel and Google Docs required or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

Three to five years of office experience required, with Human Resources office experience preferred.

### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and Human Resources practices as they pertain to the performance of duties relating to the job of Lead Classified Employment Representative. Has general knowledge of Human Resources practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 10 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**