



**INVITES APPLICATIONS FOR:**

**Human Resources Analyst**

Perform complex technical and administrative duties in support of all Human Resources areas including employee relations, labor relations, recruitment and selection, leave administration, classification, compensation, employee benefits, training and development, workers' compensation, unemployment insurance, occupational health and safety programs, employee recognition and event coordination, policies and procedures, Human Resources Information System (HRIS), and the administration of applicable ESD, State and Federal mandates.

<b>Closing Date</b>	<b>Start Date</b>	<b>Salary</b>
<b>November 6, 2017 or until filled</b>	<b>November 27, 2017 or as mutually agreed upon</b>	<b>\$44,188 - \$55,065 per year</b>

**260-Day position –1.0 Full-Time Equivalency (FTE)**

**About Lane ESD**

In providing services to Lane County school districts, Lane ESD seeks to fulfill our core purpose of **Shaping the Future: Supporting Excellence in Education**. Lane ESD employees strive to embody core values of equity, commitment, leadership, collaboration, and integrity.

The mission of education service districts is to assist school districts and the Department of Education in achieving Oregon's educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level. The ESD partners with school districts, local universities and community college, and other community agencies in providing quality services to the component school districts in Lane County.

Lane Education Service District provides a wide array of services to the 16 School Districts in Lane County serving about 45,000 students. Services in special education, school improvement, technology, and administrative services are designed to support districts in meeting the challenge of serving a diverse student population. We focus on systemic school improvement, multicultural curriculum, and assisting districts in development of students who are well prepared to be global citizens. Additional information about Lane

ESD is available at [www.lesd.k12.or.us](http://www.lesd.k12.or.us)

Lane ESD encourages and supports employee professional growth as we seek to meet the needs of students and school staff throughout the county.

**Education and Experience**

1. Graduation from a four-year college or university with a major in business administration, human resources, or a closely related field, and five years increasingly responsible human resources experience, preferably in a public sector environment, or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.
2. Society for Human Resources Management (SHRM) or Professional Human Capital Leaders in Education (pHCLE) certification preferred.

**CORE VALUES**

**Equity ...**

*we support a respectful work environment and access to educational services to all students*

**Commitment ...**

*to district and student success*

**Leadership...**

*that is informed, responsive, visionary and planful*

**Collaboration...**

*actively engaged with our partners to achieve success*

**Integrity...**

*approach our work with ethical actions, making and keeping commitments, courage and humility*

## Position Available – Human Resources Analyst

*We are looking for talented, forward thinking, energetic candidates who can support Lane ESD's Vision and Core Values.*

### **Performance Responsibilities:**

1. Plan, organize, and manage assigned human resources activities. Recommend and participate in the implementation of goals and objectives for assigned programs and projects.
2. Plans and conducts recruitments, manages the job requisition process, including job postings; sources and screens applicants; coordinates interview process; processes background checks; review and verify the accuracy of education and experience for salary placement; generates offer letters and other selection procedures.
3. Coordinates new employee processing/orientation for the purpose of providing pertinent information regarding employment with the ESD.
4. Provides administrative oversight for the workers' compensation program to ensure the efficient handling of all claims and keeping management informed on their progress to facilitate the injured worker's earliest possible return to work.
5. Administers the employee performance evaluation program; answers technical questions and updates employee information in the HRIS system.
6. Process, prepare and maintain all personnel records, correspondence, benefits, employment changes, wage verification, Board and ODE reports.
7. Coordinates leave administration with employee and managers; conducts interactive processes with employees; coordinates reasonable accommodations. Ensures compliance with FMLA, OFLA and ADA.
8. Coordinate and monitor teacher licensure requirements for all licensed staff; act as primary contact for agency with Oregon Teacher Standards and Practices Commission (TSPC).
9. Provide supervisory oversight and technical support to human resources staff; provide advice and guidance to Directors and managers in the identification and resolution of human resource issues.
10. Respond to inquiries and questions from applicants, principals, managers, supervisors, and employees; accurately interpret, apply and explain existing human resources policies and procedures, collective bargaining agreements, benefit plan provisions, etc.
11. Administer assigned human resources program(s) and area(s); develop and recommend program revisions and procedural changes as appropriate; work with other human resource staff, or independently conduct analysis of processes and procedures; provide guidance for the development of recommendations to program revisions and procedural changes; assemble, facilitate or participate on committees to provide input and recommendations.
12. Develops and monitors the department's budget and ensures expenditures of approved budget in conformance with LESD fiscal policies and procedures.
13. Develop and manage program for unemployment claims; consult with department heads and supervisors regarding unemployment benefits; determine response to employment division; represent the ESD in hearings.
14. Identify needs for special studies within assigned program. Conduct research, identify goals and objectives, manage project time lines, analyze findings, and prepare reports and recommendations.
15. Design and conduct research on a variety of program issues; use descriptive reports and statistics to analyze situations and develop recommendations; use analytical data to answer specific questions or make appropriate changes to a system; gather, compile, and evaluate raw data from a variety of sources; conduct surveys, analyze results, and develop recommendations. Analyzes, reviews and recommends action on proposed and approved legislation and regulations.
16. Research, develop and write reports, memoranda and correspondence concerning the area of assignment; develop, design, and write descriptive, technical and narrative reports and formats within a functional area; may develop and design appropriate format for reports or other written communication.
17. Oversee completion of human resources forms and records; ensure proper routing and disposition of records; explain and obtain necessary forms from new employees; review employee files to ensure proper documents are filed and purge documents according to department guidelines; recommend procedural changes regarding records systems; ensure confidentiality of employee data.
18. Analyze human resources systems needs and identify methods to manage information; work with staff to develop systems, solutions, and reporting tools; may be responsible for overseeing the human resources data base processes.
19. Provide training and technical assistance in human resources principles, policies, and processes to co-workers and other employees.
20. Perform related duties and responsibilities as required.

**Lane ESD is an equal opportunity employer, and complies with federal and state statutes which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap and marital status.**

## To Apply

### Click

<https://lesd.tedk12.com/hire/index.aspx>

### Contact

(541) 461-8202  
hr@lesd.k12.or.us

1200 Highway 99 North  
Eugene, OR 94702

- Applicants must complete an online application available at <https://lesd.tedk12.com/hire/index.aspx> in order to be considered for this position. Internet accessibility is available at Lane ESD and local libraries for applicants who do not have home internet access.

## Application Instructions and Requirements

- Applicants must complete an official Lane ESD application (see above link) to be considered for this position.
- Applications must include a cover letter outlining interest and qualifications for the position, resume and two letters of professional reference.
- Only complete applications submitted by 5 p.m. on the closing date will be considered for the position.

## Terms of Employment

- **260-Day Position –1.0 FTE. Benefits include: health insurance, district paid Life and Accidental Death and Dismemberment insurance, Long Term Disability and Tax Sheltered Annuity (TSA), 10 paid holidays and 22 vacation days per year. Applicants hired for this position are required to complete fingerprint-based criminal history verification and are responsible for the associated fees.**

## Selection Process

Those applicants who best qualify in terms of relevant experience and training will be invited to participate in the selection process, which will consist, at the minimum, of an oral interview. Internal applicants with qualifications that are equal to other interviewees will be given preference. A fingerprint-based criminal history investigation is required for all positions. Applicants selected for interview will be contacted by phone. Applicants not interviewed will be notified in writing.

Lane ESD is an equal opportunity employer, and complies with federal and state statutes which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap and marital status.

Equity ♦ Commitment ♦ Leadership ♦ Collaboration ♦ Integrity