



# AIMS K-12 College Prep Charter District

**Title: Compliance Analyst**

**Category: Classified**

**Work Year: 12 months**

**Employment Type: Full time**

**Starting Range: \$70,000 - \$74,295.45**

**FLSA: Exempt**

**Supervisor: Compliance Director or Designee**

**JOB GOALS:** Under the direction of the Compliance Director or designee, the analyst will be responsible for researching, extracting, and analyzing data from various sources; developing strategies for optimizing processes by engineering efficient solutions based on large datasets; formulating algorithms and models to determine trends and correlations; and presenting findings in an organized fashion. Additionally, the analyst will collect, compile and analyze HR data, metrics and statistics and apply data to make recommendations related to recruitment, retention and legal compliance.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

## **ESSENTIAL JOB DUTIES:**

- Collect, compile and analyze large HR datasets, metrics and statistics to identify patterns and correlations to generate insights and solutions related to recruitment, retention and legal compliance.
- Prepares reports of data results presenting and explaining findings to senior leadership
- Places employees on the appropriate salary range when newly hired, promoted, or reclassified. Computes additional pay for stipends, extended contracts.
- Receives, verifies, and enters personnel transaction information onto an automated (HRIS) human resources information system. Records changes in work hours, classification and pay, job assignment, group benefits, retirement, critical seniority dates, and demographic information. Sets up new employees in the HRIS
- Manage state, federal and local, district reporting requirements and ensure compliance of reports
- Utilizing predictive analytics, linear regression methods, machine learning techniques, etc. to draw meaningful conclusions from the data.
- Provides information to staff in the following areas: compensation, classification, and employee demographics.
- Answers inquiries from employees on a variety of human resource topics.
- Maintains an efficient system for personnel records including control and storage of documents and files, conversion of files to support computer-aided retrieval, and day-to-day record maintenance. Periodically reviews records for completeness and compliance according to established checklists
- Based on metrics and analysis make recommendations for policies/processes/procedures and activities to improve organizational culture

- Facilitates implementation new training, development
- Conduct classification audits to ensure jobs are properly classified exempt or non-exempt.
- Ensure compliance of data privacy regulations and best practices.
- Assist leadership with staffing, leading training, recruiting best practices, and departmental budgets.
- May guide, lead or assist with performance, benefit, compensation evaluation processes.
- Developing algorithms and models to interpret data and determine trends
- Ensuring compliance with relevant industry regulations and standards regarding data management
- Preparing concise reports for educational partner on the insights derived from analyzing collected data
- Customizing solutions based on the individual needs of the organization or department
- Communicating clearly and effectively with both technical and non-technical audiences
- Inputting data in various AIMS information systems HRIS Paycom, EPICenter
- Reviewing all (VOE) Verification of Employment, (DOJ) Department of Justice for hiring new employees
- Update employee contracts to ensure alignment with board approved salary schedule.
- Reviewing and reviewing staff personnel records to ensure compliance with CA Department of Labor.
- Review salary schedules to ensure employee contracts and compensation are in alignment with the HRIS system.
- Supports human resources related compliance projects related to the HRIS systems and programs with cross-functional teams and focuses on improving and enhancing HR related policies, practices, and processes district wide.
- Support with reviewing adopted funded budgets collaboratively with the finance department to ensure alignment of annual rollover of staff individual salaries projected by the AIMS board approved salary schedule.
- Perform all other duties as assigned.

#### **QUALIFICATIONS:**

- A bachelor's degree preferred in statistics, mathematics, computer science, or other related field.
- 2 years of data analysis or field related experience
- Fingerprinting and TB test required
- SHRM-CP preferred
- At least 3 years in related areas job classification and compensation, recruitment, training, employee benefits and or equal opportunity compliance is preferred.

#### **KNOWLEDGE AND ABILITIES:**

- A good understanding of the fundamentals of programming languages such as but not limited to Python and R is essential for success in this role.
- Strong analytical and problem solving skills
- Through understanding of local, state and federal laws involving employment, HR and HR policies
- Additionally, knowledge of data visualization tools such as but not limited to Tableau, D3.js, and PowerBI should be acquired to create compelling data dashboards and visuals.
- Familiarity with various database systems, such as but not limited to SQL and NoSQL is also advantageous.
- Knowledge of Microsoft Windows, Microsoft Office suite (emphasis on Excel) and Adobe Reader
- Possess the skills to work collaboratively or independently as needed
- Ability to set priorities, multi-task and see projects through from start to finish
- Proficient or the ability to quickly learn the organization's HRIS, payroll and similar management software.

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Minimum Work Position (Percentage of Time):**

Standing: 15 Walking: 15 Sitting: 70

**Minimum Body Movement (Frequency): 2**

**None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)**

Lifting (lbs.): 50 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 1 Climbing Stairs: 2

**NON-DISCRIMINATION:** AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

**Effective:**

**Board Approved: Pending Board Approval**