

CLASSIFIED PERSONNEL

HUMAN RESOURCES CERTIFICATED ANALYST

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent/Human Resources, perform a variety of, confidential, technical and analytical duties related to certificated employment; facilitate the certificated credentialing process for current and prospective employees; gather, organize, and analyze information for use in certificated workforce analysis and planning, meeting district, state, and federal requirements, and acts as a resource to the District regarding, laws, codes, policies and procedures related to credentialing.

DISTINGUISHING CHARACTERISTICS

Positions in the Human Resources department are responsible for activities district-wide to support the acquisition and retention of a quality workforce to carry out the instructional mission and administrative support functions of the District. The Human Resources Certificated Analyst class is responsible for journey-level work in recruitment, credentialing, assignment monitoring, and other analytical procedures to support the certificated human resources program of the District.

ESSENTIAL JOB FUNCTIONS:

- Provide information and assistance to District personnel, staff and the public regarding a variety of personnel matters, such as promotional opportunities, position vacancies, credentialing requirements, examination requirements and personnel regulations, policies and procedures.
- Compile, analyze, and evaluate complex data; prepare and maintain a variety of records and reports related to certificated personnel functions and assigned activities; review and verify documents related to position control.
- Verify and post certificated vacancies to assure timely and accurate posting process; respond to questions and provide information to district staff and applicants.
- Evaluate transcripts and records of certificated staff to determine eligibility for credentials and waivers; notify employees regarding missing items; audit certificated employees for continued compliance on an annual/semi-annual basis as it relates to assignment.
- Assure certificated personnel and substitutes hold valid and appropriate credentials for their assignment and are paid at the appropriate level; advise administrators of misassignments and salary placements.
- Develop and maintain certificated position matrix to determine teacher placement and the need for specific certificated hiring; establish, audit and maintain a variety of personnel files and records including extra-curricular assignments according to established procedures, policies, rules and regulations; notify supervisors when employee performance evaluations are due.
- Coordinate recruitment, screen applications for the purpose of assessing candidate's qualifications and eligibility, and assist with the interview process of certificated personnel;

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communicate with applicants, provide information related to the hiring process and employment; communicate with applicants that are not selected for a position.

- Communicate with administrators, staff, applicants, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

OTHER JOB FUNCTIONS:

- Assists the Associate Superintendent/Human Resources, for the purpose of conducting a variety of special projects and research assignments in support of the District's human resources programs.
- Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

Knowledge, Skills, and Abilities

KNOWLEDGE OF principles and practices of public personnel administration including office functions, practices, and procedures. Federal, state, and local laws, regulations, guidelines, policies and procedures pertaining to human resources management. State of California credential requirements and procedures. Bargaining unit contracts and salary schedules. Record-keeping and report preparation techniques. Interpersonal skills using tact, patience and courtesy. Oral and written communication skills. Correct English usage, grammar, spelling, punctuation, vocabulary.

SKILLS are required to perform multiple, technical tasks with occasional need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: speed and accuracy of data entry and extraction for recording, modifying and reporting information, including use of spreadsheets, word processing, and data bases; to apply personnel policies, practices, and pertinent codes, policies, regulations and/or laws; communicate with persons of varied cultural and educational backgrounds; operate standard office equipment including utilizing pertinent software applications; plan and manage projects; prepare and maintain accurate records.

ABILITY TO conduct studies and analyze and interpret data by establishing facts and drawing logical conclusions. Communicate clearly, prepare and present oral and written reports, and make recommendations. Anticipate district staffing needs, employees employment needs, and coordinate workflow so as to satisfy demands.

WORKING ENVIRONMENT

Typical office environment with occasional exposure to outdoor conditions. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature

EDUCATION

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Any combination of training and experience equivalent to a Bachelor's degree in Human Resources Management, Business, Public Administration, or a related field. Course work and training in credential monitoring, recruitment and selection, job analysis, staff employee training, or related field.

EXPERIENCE

Three years of increasingly responsible Human Resources experience preferably in a school district or public administration environment.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSES AND CERTIFICATES

Possession of a valid State of California Class C or higher driver's license and evidence of insurability.

CONTINUING EDUCATION/TRAINING

Ongoing training in credentialing requirements of the State of California.

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance; Pre-employment negative drug screen.