

CLASS SPECIFICATION
Human Resources Analyst/Certificated

GENERAL PURPOSE

Under direction, performs a variety of technical and specialized functions in support of the employment, credentialing and processing of District certificated employees; assists applicants and teachers to obtain and maintain teaching credentials; determines salary placement and adjustments; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst/Certificated is a specialty classification in the paraprofessional human resources job family performing technical and administrative tasks that support the employment of credentialed educators in the District. Incumbents in this class work with independence and are expected to make decisions of significant impact and consequences within predetermined guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Performs a wide variety of specialized and responsible certificated human resources functions related to recruitment, selection, credentials maintenance, status changes and separation; provides information and assistance in person or on the telephone to District staff and the public regarding human resources matters and personnel regulations, policies and procedures.
2. Verifies teachers and other certificated employees have proper credentials recorded with the County Office of Education; provides information on credential requirements to administrators, teachers, substitutes and applicants; notifies certificated staff of credential expiration dates and provides information on renewal requirements; maintains current information on credential requirements; monitors teacher assignments at all school sites to ensure proper credentials are held for the subjects being taught; assists and provides input to management on the identification of strategies to decide employee assignments based on credentials.
3. Provides assistance and detailed information in person and on the telephone regarding certificated employment opportunities, salaries and related matters to District staff, applicants and the public; processes requests to fill for staffing purposes; serves as District liaison for employment with RIMS; works collaboratively with IHE Universities and Colleges, County Superintendent of Schools Credential Office, District Staff Development department and District intern program for recommendation of applicants.
4. Evaluates and processes credential applications to the Commission on Teacher Credentialing; evaluates transcripts, employment history and personal data on credential applications to determine if applicants meet state requirements for various credentials; reviews and files credential applications.
5. Researches, implements and provides interpretation of District, county and state codes, policies and procedures regarding teacher credentials.
6. Processes requests to fills (RTF) for certificated contacts; creates and assigns position numbers in the County Position Control; distributes RTF forms for approval; meets with school site administrators to determine final offers of employment based on credential status and assignment; makes final offers of employment to applicants; determines contract status based on credential status and vacancies; prepares hiring documents and signs contracts with applicants; recommends initial salary placement; explains

benefits, FMLA, State Teacher Retirement (STRS) and other benefits with new employees; files and maintains employee credentials and background investigation clearances; assists with reclassification processes in relation to salary placement; types board agenda and reports.

7. Creates spreadsheets and tracks FTE counts to establish accountability; monitors and reviews certificated employee assignments and credential status, including contract status, leave of absences, FMLA, seniority, longevity, CBEDS, mid-year increments and salary; researches and develops statistical information based on FTE information for reporting purposes; assists management in analyzing contract status based on Education Code and OMTA Teacher contracts.
8. Monitors and advises administrators on the implementation of No Child Left Behind (NCLB) legislation; meets with site principals to ensure adherence to guidelines; maintains updated materials and correspondence from the California Commission on Teacher Credentialing and California Department of Education to determine certificated teacher compliance; tracks certificated personnel for NCLB compliance and notifies teachers of missing requirements; assists management in identifying strategies for employee assignments based on credential status.
9. Meets with certificated staff, administrators, union representatives and District management to discuss complaints and resolution; consults with District legal counsel on personnel issues.
10. Assists and advises school site administrators on certificated personnel matters, including credential requirements, renewals, assignments, employment status and NCLB requirements.
11. Maintains a variety of records and files regarding certificated personnel; researches and prepares related reports; reviews and implements board actions and reports as they relate to certificated personnel; prepares various types of correspondence.
12. Inputs and maintains personnel data concerning certificated personnel in the County's system.

OTHER DUTIES

1. Verifies all calendars have correct counts of days, vacation days, holidays and weekends.
2. Works with management and project administrators in the implementation of the SB 2042 program and District Intern Program; advises project administrators on guidelines and implementation to meet CCTC requirements for program induction and recommendation for credential and CCTC approved credential course outline for IHE Universities.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of human resources management applicable to certificated personnel in K-12 public schools.
2. District procedures, rules and regulations governing certificated employment.
3. Laws, rules and regulations involved in processing certificated personnel, including certificated contract agreements, state credential requirements and processes, applicable sections of the state education code and other applicable laws.
4. Basic research techniques.
5. Federal, state and local laws, regulations and guidelines governing human resource management.
6. District organization, operations, policies and objectives.
7. Standard office practices and procedures.

8. Principles and practices of public administration, including maintenance of public records.
9. Principles and practices of sound business communication; correct English usage, grammar, spelling, punctuation and vocabulary.
10. Uses of word processing, spreadsheet and other business management software.
11. Principles and practices of customer service and telephone etiquette.
12. Certificated bargaining agreements.
13. District certificated human resources policies and procedures and labor contract provisions.

Ability to:

1. Perform a variety of technical duties concerning employment of certificated personnel.
2. Understand, interpret, explain and apply District rules, regulations, policies and procedures regarding certificated personnel.
3. Prepare clear, concise and accurate correspondence, reports and other written materials.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Operate a computer and other standard office equipment.
6. Make mathematical and statistical calculations quickly and accurately.
7. Maintain complex and confidential records and files.
8. Work confidentially with discretion.
9. Read and interpret transcripts.
10. Communicate effectively both orally and in writing.
11. Present technical information clearly, logically and persuasively.
12. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
13. Establish and maintain effective relationships with Board members, District administrators, management, staff, employee representatives, representatives of other governmental agencies, the public and others contacted in the course of work.

Education, Training and Experience:

Graduation from a recognized four-year college or university with a major in business administration public administration or a closely related field preferred; and at least five years of progressively responsible experience in a school district's certificated personnel department, including experience with state credentialing programs, policies and procedures. Completion of college-level coursework in human resources is desirable.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District staff, applicants, representatives of other governmental agencies and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

Board Approval 2/15/2007

Effective 7/1/2007