

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Personnel Analyst for Certificated Employees

DEPARTMENT: Human Resources

POSITION SUMMARY: Under the general supervision of the Associate Superintendent for Human Resources or his/her designee, performs complex and responsible clerical and technical work related to certificated personnel. This position has been designated as a confidential position per SB 160 – “...(c) “Confidential Employee” means any employee who, in the regular course of his/her duties, has access to, or possesses information relating to, his/her employer’s employer-employee relations.”

ESSENTIAL FUNCTIONS:

1. Serves as a vital staff and public relations link through personal and telephone contact frequently serving as liaison with staff and public.
2. Prepares letters, memoranda, reports, handbooks, questionnaires, requisitions, contracts and job bulletins from marginal notes, rough drafts or verbal instructions.
3. Performs a variety of complex clerical duties in support of certificated personnel programs and functions including, but not limited to reviewing, revising and upgrading forms and procedures as needed.
4. Obtains, interprets, provides information and clarification to applicants and staff related to credentials, salaries, rules, policies, and procedures.
5. Verifies appropriate credential before employment is offered to applicant.
6. Establishes initial status code of employee and determines tenure status for certificated employees.
7. Determines qualifications are met for BTSA, CLAD, TTIP, Internships and similar programs.
8. Participate in staffing meetings that determine certificated hiring needs.
9. Organizes and assists with all aspects of certificated personnel recruitment program.
10. Maintains liaison with Associate Superintendent, recruiters, sponsors, and travel agencies.
11. Attend consortium meetings as directed for County/District/State recruitment and intern programs.
12. Assists applicants and employees with information on credential requirements and processing of credentials.
13. Monitors and maintains records of credentials held by all certificated staff.
14. Processes waiver requests and internship agreements.
15. Monitors and implements accountability practices required for credential records and credential renewals.
16. Monitors and implements testing of applicants as required for interview process.
17. Monitors and assists in contract offers, follow-up interviews and applicant processing.
18. Assists Public Information Officer with press releases.
19. Keeps abreast of changes in credential regulations through the California Commission on Teacher Credentialing and California Education Codes; notifies employees as directed.
20. Maintain liaison with Associate Superintendent, employee, site administrator, County, and State agencies.
21. Maintain liaison with District school sites and Board of Trustees approved colleges and universities to assure appropriate assignment of student teachers.
22. Assists in annual notification of miss-assignment reporting and corrections, as well as master scheduling credential requirements.
23. Assists with preparation of annual/updated salary worksheet information for payroll processing.
24. Coordinates and assists with employee recognition/awards programs.
25. Serves as a back-up for other Human Resources staff on an as-needed basis.

26. Maintains regular and prompt attendance in the workplace.
27. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed. High School diploma or equivalent required. Two years of business college or two years of responsible clerical work, preferably in education. Two years of experience performing professional-level analytical duties, including job analysis, job classification, recruitment and selection of employees is preferred. Must pass required district testing.

SKILLS AND QUALIFICATIONS:

1. Knowledge of intermediate computer skills.
2. Knowledge of policies, regulations, and procedures that govern the California Credentialing process.
3. Ability to operate standard office equipment.
4. Ability to type at a speed of 60 words per minute from clear copy.
5. Ability to communicate effectively, orally and in writing.
6. Strong interpersonal skills.
7. Ability to make independent decisions and accurately interpret laws and practices.
8. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal or electronic device and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds.
8. Lift and/or carry up to 25 pounds at waist height for short distances.
9. Bend, squat, stoop and/or climb for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District office staff and the public.

SALARY: Classified Confidential, Range 13

DAYS OF SERVICE: 230

Board Approved: 03/27/01

Revised: 11.10.15