

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: CERTIFICATED PERSONNEL SPECIALIST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, assist in administering the personnel system in conformance with the rules, regulations and policies of the Board of Education, the Commission on Teacher Credentialing, collective bargaining agreements and Education Code; be responsible for a variety of complex personnel activities related to the employment of certificated employees; relieve the Assistant Superintendent of routine administrative detail; perform public relations and communication services to staff and community members.

REPRESENTATIVE DUTIES:

1. Post and advertise openings for certificated positions; receive and process applications for employment; provide information to applicants; arrange and schedule panel interviews; schedule hiring interviews; notify candidates; provide orientation for new employees
2. Process new, changed and terminated employees
3. Respond to a variety of inquiries from administrators, staff and the public concerning qualifications and eligibility for required credentials and transcripts; provide a variety of information as necessary
4. Prepare and deliver personnel Board agenda items including support material; follow up on Board actions regarding personnel as appropriate
6. Establish and supervise the maintenance of comprehensive files and records including material of a confidential nature regarding certificated employees
7. Process performance evaluations for salary increases; monitor evaluation schedules; follow through on evaluations according to approved procedures
8. Interpret technical aspects of credential requirements/ receive and review college and university transcripts and employment verifications to advise and/or process for credential eligibility; review teacher qualifications to determine appropriate step and column placement; register credentials with County Superintendent of Schools' Office; process and maintain records of professional training

9. Provide advice and counsel concerning certification requirements; assist in the completion of necessary documents to aid certificated employees in obtaining a teaching credential or to renew a teaching credential
10. Serve as liaison between District and Commission on Teacher Credentialing; attend essential meetings and workshops to keep abreast of changes in laws, rules and regulations relating to credentialing
11. Operate a variety of office equipment including computer terminal, typewriter, copiers, calculators
12. Attend workshops and inservice programs to keep current on changing rules, regulations and laws relating to certificated personnel matters
13. Perform other related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, purposes, functions, policies and practices of public personnel administration
 Oral and written communications skills; mathematics
 Basic credentialing laws and requirements
 Modern office practices, procedures and equipment
 Computer-based record keeping
 Correct English usage, grammar, spelling, punctuation and vocabulary
 Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Type at 45 words net per minute from clear copy; utilize computer software applications
 Perform difficult and complex administrative detail work with speed and accuracy
 Learn, interpret, apply and explain applicable policies, rules and regulations using good judgment
 Exercise good judgment in recognizing scope of authority
 Interpret, apply laws, rules, regulations, policies and procedures in the employment of staff
 Administer policies and procedures affecting employees in fair and consistent manner
 Make mathematic calculations quickly and accurately
 Understand, interpret rules and follow directions and apply to specific situations
 Establish and maintain effective working relationships with others and provide quality service in a tactful, courteous and helpful manner
 Communicate effectively both orally and in writing
 Perform duties effectively with many demands on time and constant interruptions
 Work confidentially with discretion, accurately and independently, making sound, reasoned decisions and recommendations

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of office experience involving personnel functions including at least one year of experience in public personnel administration. College training may be substituted for experience on a year-for-year basis. Prior experience working in human resources is desirable.

WORKING CONDITIONS:

Typical office environment; subject to many demands on time and constant interruptions; frequently sits, occasionally walks, stands, stoops, bends and reaches over head; repetitively uses fingers, both hands simultaneously; speaks clearly and hears normal voice conversation; uses a computer and telephone frequently; has direct contact with public and other district staff, occasionally in negative interpersonal situations; frequently works without guidance from supervisor; safely lift, carry and push up to 25 pounds.

SALARY RANGE: 77

ADOPTED BY PERSONNEL COMMISSION: June 14, 2000

ADOPTED BY BOARD OF EDUCATION: July 31, 2000