



SAN MATEO UNION HIGH SCHOOL DISTRICT

CONFIDENTIAL JOB DESCRIPTION

JOB TITLE: CREDENTIAL ANALYST
REPORTS TO: Deputy Superintendent of HR & Student Services **SITE:** District Office
CLASSIFICATION: Confidential **WORK YEAR:** 12 Month
SALARY: Range 348 – Confidential Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: June 8, 2023

JOB SUMMARY:

Under the general supervision, the Credential Analyst performs advanced level secretarial and administrative support duties for certificated personnel in support of the Deputy Superintendent of Human Resources and Student Services, relieving the administrator of responsible administrative details for administrators, management, confidential and certificated personnel. Serves as an information source to certificated personnel, monitors the assignments of all certificated staff, provides varied solutions and problem solving in accordance with the laws and regulation of the Commission on Teacher Credentialing for any credentialing issues, and perform related duties as assigned.

CLASS CHARACTERISTICS:

The position in this class performs advanced level administrative work requiring highly proficient secretarial skills and the ability to understand and apply complex regulations to perform credentialing and other Human Resources services. This class requires strong office organizational skills and knowledge of the operations functions and services of the Human Resources Department as it pertains to certificated personnel. The position performs varied assignments that require judgement in the selection and application of work methods. The position requires significant public contact that involves solving administrative problems.

ESSENTIAL FUNCTIONS:

1. Provide secretarial and administrative support, which requires the use of independent judgement and a thorough understanding of the District's policies, functions and procedures and the CTA collective bargaining agreement as it pertains to certificated personnel.
2. Provide staffing data relative to certificated employee negotiations.
3. Assist site administration with preliminary screenings of employment applications for certificated personnel.
4. Prepare employment notices for certificated vacancies and place vacancies for advertisement in trade magazines and targeted internet job boards.
5. Provide orientation for new certificated staff regarding salary, District policies, and procedures.
6. Assist in the administrative, management, and confidential interviewing process; establish interviewing panels, notifying members of place and times; coordinate interviewing schedules; telephone and schedule applicants; explaining and monitoring procedures; prepare interview packets and complete necessary paperwork after interviewing process is completed.
7. Provide orientation for new certificated personnel regarding salaries, policies, procedures; assist new certificated personnel with employment paperwork; processing forms, and documentation.
8. Establish, maintain, and update personnel files and human resources information for certificated personnel electronically and on cards or in paper form when needed..
9. Verify work experience and analyze transcripts of new teachers to ensure correct class and step placement on the certificated salary schedule.
10. Generate contracts for administrators, new hires or rehired temporary teachers annually.
11. Generate contracts for all summer school teachers.
12. Monitor and process payroll change form for step increases when necessary for certificated personnel.

13. Examine and verify appropriateness of the credentials held by certificated personnel and assist in the application of any necessary credentials, emergency credentials, or waivers when needed.
14. Review transcripts submitted during the year by currently employed certificated staff and change placement on salary schedule when unit thresholds are met.
15. Send annual salary placement notifications which include an employee's placement, current salary, current degree stipends, and current post-B.A. unit counts.
16. Work closely with Payroll to verify certificated personnel's salaries and resolve any salary discrepancies or problems that may arise.
17. Notify certificated personnel of expired tuberculosis test or when a credential is expiring.
18. Conduct salary surveys and research information for preparation of other human resources reports.
19. Research, compile, and analyze statistical information on certificated personnel to generate a variety of specialized reports such as CBEDS, seniority reports, and annual staffing allocation and other pertinent personnel transactions data for preparation of statistical reports.
20. Prepare letters, memoranda, reports, contracts, and other documents from rough draft, verbal instructions, and any other applicable medium.
21. Serve as resource person regarding the District's policies, procedures, leave of absence, and information housed in the CTA collective bargaining agreement.
22. Develop and implement office filing systems and administrative procedures to ensure the smooth transition and storage of certificated personnel files.
23. Compile information for preparation of school budget to assist the Business department in their interim and annual budget checks.
24. Check reports, records, forms and other documents for accuracy, completeness, and conformance with school district standards.
25. Prepare board personnel actions for all matters related to certificated personnel for the Board of Trustees meetings.
26. Compile and produce an annual report on all certificated personnel for the District's annual personnel directory.
27. Prepare for and facilitate credential assignment audits by the State of California, working with the County Office of Education to ensure that any flagged miss-assignments are corrected.
28. Maintain contact with the California Commission on Teacher Credentialing and the County Office of Education regarding current legislative and administrative changes which affect credentialing regulations and procedures, attending credentialing workshops, and furnish information to certificated personnel.
29. Maintain current MOUs with local universities for student and intern teachers.
30. Maintain and manage the Catastrophic Leave Bank for certificated personnel.
31. Assist in the creation and maintenance of an annual evaluation list for certificated personnel.
32. Manage and process all District position changes in EPICS (Human Resources Information System), including adding new positions, altering current positions, and abolishing positions.
33. Responsible for ensuring that certificated staff have Master's, Ph.D., and Department Head Stipends in EPICS .
34. Attend job fairs virtually and locally to ensure the broadest diversity of applicants to the District's vacant certificated positions.
35. Ensure that all vacant positions are posted on a number of varied and diverse posting sites.
36. Enroll and maintain membership for certificated staff with the CalSTRS retirement pension; and responsible for submitting certificated staff sick time to CalSTRS upon their retirement.
37. Maintain an observation list for the District and site Administrators of all temporary and probationary certificated staff.
38. Maintain and monitor the Catastrophic Leave Bank for certificated personnel.
39. Generate a list for each school every year indicating teachers to be evaluated and teachers who are qualified but have not applied for career increment.

EMPLOYMENT STANDARDS:

- Incumbents must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- BA/BS degree preferred in human resources or related field.
- Desirable minimum 3 to 5 years of experience in Human Resources.
- Advanced experience in HRIS management.
- Possess excellent written, verbal and interpersonal communication skills.

KNOWLEDGE OF:

- Principles, practices, methods and terminology used in public personnel administration, including job analysis, selection, recruitment, classification and compensation.
- Various governmental guidelines and regulations relating personnel selection.
- Current laws, codes, regulations and rules related to assigned personnel functions.
- Operations, policies and objectives relating to human resources activities.
- District organizational, operations, and objectives relating to personnel policies and procedures.
- Applicable sections of the State Education Code and other applicable laws.
- Techniques and tools used in the development and administration of employee examinations, position classifications, job analysis and salary surveys.
- Office administrative and records management techniques and procedures.
- Computer software programs, including advanced knowledge of word processing, spreadsheets and databases such as applicant tracking programs, and employee personnel information system program.
- Interviewing principles and techniques.
- Statistical analysis.
- Principles and practices of training and providing work direction.
- Letter and report writing techniques.
- Interpersonal skills using tact, patience and courtesy.
- Research methods.
- Correct English usage, spelling, grammar, punctuation and vocabulary.
- Business mathematics.

ABILITY TO:

- Understand and communicate the role, services and functions of a large school program.
- Learn, interpret, and communicate department rules, regulations, and policies governing the personnel function.
- Plan and organize work.
- Analyze data and make decisions on procedural matters without immediate supervision.
- Analyze situations accurately and adopt effective courses of action.
- Perform job analyses accurately.
- Write job specifications and job announcements
- Communicate effectively both orally and in writing. File alphabetically, numerically and chronologically.
- Research information from a variety of sources and prepare reports. Compile and tabulate data, and prepare reports and other materials.
- Deal effectively with a variety of personalities in situations requiring diplomacy, poise and firmness.
- Perform mathematical calculations with speed and accuracy.
- Operate standard business machines including a computer. Keyboard at a speed of 45 WPM.
- Multi-task in a busy environment.
- Meet schedules and time lines.

- Work cooperatively with others.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
- Work effectively with team towards common goals.
- Work confidentially with discretion.
- Work independently with little direction.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships.
- Analyze situations accurately and determine appropriate course of action within clearly defined guidelines.
- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Ability to read fine printed materials.
- Ability to hear conversation in person and on the telephone.
- Ability to speak in an understandable voice.
- Ability to operate a computer keyboard, typewriter, copier and related office equipment
- Ability to move from desk to cabinets and files within a department.
- Ability to sit for extended periods of time.
- Ability to stand, reach, bend at the waist, lift, kneel and crouch to file materials.
- Ability to lift up to 20 pounds.
- Ability to tolerates noise level in office working environment.

LICENSE AND OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.