

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: **Lead Human Resources Specialist**

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Lead Human Resources Specialist performs complex and technical duties related to employment matters, monitors the certificated workforce to ensure compliance with State and Federal credentialing requirements; coordinates recruitments and selection; assists with staffing; audits and maintains a variety of related personnel files, records and reports; maintains confidentiality of sensitive and privileged information. Supports the Human Resources Department by performing a variety of specialized and detailed professional-level analytical work to support the District's classified and certificated human resources programs.

ESSENTIAL DUTIES:

Monitors and administers the District's credentialing process; including the determination of eligibility of applicants and candidates, recording of credentials, and notification of appropriate dates.

Provides technical expertise and assistance to District Certificated Human Resources and job applicants, explaining and interpreting laws, regulations and rules governing the teacher certification process.

Verifies that employees and applicants for certificated positions are in possession of appropriate credentials for filling assignments within the District.

Analyzes transcripts and processes new and renewal applications for various credentials and permits for use within the school district, such as teaching, counseling, administrative, pupil personnel services and others.

Assists in the development and revision of forms and procedures for use within the District; composes and distributes forms, letters and notices regarding credentials, employment, retirement, salary schedules, and termination.

Gathers, compiles, and evaluates employee and applicant transcripts and other information used to determine qualifications for employment and placement on the salary schedule.

Participates in the preparation and distribution of Notice of Intent and Notice of Re-elections of certificated staff.

Prepares and distributes individual employee contracts, as appropriate.

Conducts new employee orientation.

Prepares and maintains a variety of records and files related to employee credential status, authorization(s), salary placement, tuberculosis clearance, contracts, long and short-term leaves, FMLA leaves, job share, BTSA/Induction, NCLB and evaluation schedules.

Notifies administrative staff of due dates for performance evaluations, monitoring receipt and following up on late evaluations.

Communicates by phone, mail, or in person, with certificated staff and/or applicants for employment as well as other state or local agencies relative to credentials, salaries, policies and procedures.

Operates a variety of office technology equipment.

Serve as a member of the District Staffing Team(s).

Verify, monitor and audit teaching credentials to teaching assignments.

Interpret, analyze, explain, and apply Federal and State laws and regulations, Education Code, and the Collective Bargaining Agreements.

Prepare a variety of complex reports ensuring compliance for state-mandated reports.

Schedule interviews, instruct panel members on proper implementation and legal aspects of conducting interviews and participate on interview panels as appropriate.

Perform need assessments, feasibility planning and other research and make recommendations as appropriate.

Maintains staffing lists and records of school and class enrollment numbers used to monitor class size.

Manage leave of absence programs including leaves under the Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA) ensuring compliance with rules, laws and regulations.

Provide training, guidance and support to schools, departments, and other Human Resource Services staff in the performance of duties as needed.

Serves as a technical resource for assigned staff in specific functions within classified or certificated units.

Manage and coordinate the layoff process as necessary including preparing seniority lists, verifying seniority dates, preparing layoff notices, and providing counsel to administrators and employees.

Provide support to the Human Resource Services management with one-time, long-term or ongoing special projects as needed.

Conduct a variety of personnel-related studies and surveys.

Assist in coordinating, supporting, and completing employee investigations.

Drafts job announcements, advertisements, and other recruitment materials.

Participate in management personnel selection; assist in the recruitment and screening processes for selection of management employees.

Respond to needs and questions and take appropriate action to obtain the requested information from various District staff members.

Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings

OTHER REPRESENTATIVE DUTIES:

Provides reports, back-up and/or follow-up materials for school board meetings.

May assist in the preparation of CBEDS reporting as assigned.

Verification of employment of certificated employees.

Composes correspondence independently and prepares a variety of statistical reports as required by the school district, state or county agencies.

Performs responsible clerical/secretarial duties, such as typing, filing and records management.

Assists in the certificated evaluation process, and prepares related documents and materials.

Attend a variety of workshops, meetings and conferences related to the credential process.

May assist in the processing of unemployment claims by certificated employees.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to, receives direction from, and is evaluated by the Assistant Superintendent Human Resources or designee.

(2) Positions in this classification do not exercise any supervisory responsibilities.

Internal Contacts: Continuing contacts with teachers, payroll, insurance, Curriculum and Instruction, public relations, warehouse, Classified Human Resources and school office personnel.

Outside Contacts: Frequent contact with personnel of the Orange County Department of Education, California Commission on Teacher Credentialing, colleges/universities, other school districts and employees.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State of California credentialing requirements, and procedures for processing applications and/or renewals.

Laws, rules, and regulations governing credentialing and certification, and certificated employment contracts.

Provisions of the district's collective bargaining agreement dealing with recruitment, selection, transfer and assignment of salaries.

Demonstrated skills at accessing and entering data onto relational databases, verifying numerical and demographic information, and entering information onto established data entry screens.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Certificated Human Resources policies and procedures.

School district organization, operations, policies and objectives.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal skills, using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Maintain current knowledge of changes in California Education Code, District Board Policy, local collective bargaining agreements and all other applicable state laws; read, interpret, apply, and explain rules, regulations, policies, and procedures;

Read, interpret, and explain credentialing laws, rules and procedures, and to apply them appropriately.

Provide technical information to employees and applicants regarding credentialing requirements and procedures, and District employment policies and requirements.

Learn detailed and complex procedures; work independently with limited supervision; comply with the District's customer service standards as outlined in Board Policy.

Operate various kinds of office technology equipment.

Communicate effectively orally and in writing.

Develop forms and compose correspondence and other written materials independently.

Maintain records and prepare reports.

Work independently, with little direction.

Establish and maintain cooperative and effective working relationships with others.

Type at least 50 words net per minute from clear copy.

Work confidentially with discretion.

Meet schedules and timelines.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit, reach with hands and arms, talk and/or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move objects weighing up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: (1) one year of college or equivalent training in office management or related subject matter areas; and (2) three years of recent increasingly responsible Human Resources-related experience in an educational setting. Experience in the use of the county HR2.0 system highly desirable.

Four (4) years of successful progressively responsible experience in a Human Resources (personnel) office in a California school district involving, but not limited to, credentialing, recruitment, and processing of certificated and/or classified employees professional experience in Human Resources.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License.

WORK ENVIRONMENT:

While performing the duties of this job, the employee generally works in an office environment, but is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

PREPARED BY: Classified Personnel Department

DATE: 1/3/2024

APPROVED BY: Board of Trustees

DATE: 3/7/2024

APPROVED BY: Personnel Commission

DATE: 1/30/2024