



## JOB DESCRIPTION

### Human Resources Credential Specialist – Confidential



<b>Reports to:</b>	Assistant Superintendent, Human Resources	<b>Employment Group / Salary Range:</b>	Confidential
<b>Dept:</b>	Human Resources	<b>FLSA:</b>	non-exempt
<b>Annual Work Days:</b>	261	<b>Formal Review Date: Board Approval Date:</b>	10/16/23 11/06/23

#### PRIMARY FUNCTIONS

Under general supervision, performs complex and varied professional and confidential duties involved in administering a variety of human resources programs, including classification and compensation, benefits, recruitment and selection, hiring and onboarding new employees, equal employment opportunity/diversity and other human resources program activities; and performs related duties as assigned.

#### ESSENTIAL DUTIES & 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.

- Provides professional advice and guidance to administrators, managers, employees, bargaining unit representatives, applicants and the public on District human resources policies and procedures and the interpretation and application of Board policies, administrative procedures and collective bargaining agreements as well as state and federal laws governing human resources management.
- Oversees and participates in recruitment, testing and selection processes; ensures recruitment and selection processes comply with applicable federal, state and local laws, regulations and guidelines; works with hiring managers to develop recruitment methods, timelines and advertising venues; implements new employee on-boarding processing.
- Determines whether applicants meet established minimum qualifications; monitors applications received to ensure an adequate qualified and diverse applicant pool; represents the District at job fairs and other recruiting events.
- Determines eligibility for California teaching credential/waiver options and assists employees with the preparation of credential application materials.
- Responsible for assignment monitoring of credentialed staff and works with site administrators to ensure appropriate master scheduling; monitors expiring credentials.
- Coordinates the employment of interns with local colleges and universities and ensures district compliance with associated regulations; coordinates the placement of student teachers.
- Manages the new hire onboarding process, including verification of appropriate credentials, years of qualified service, transfer of sick leave balance, completion of required medical examination for credentialed employees in California.

- Administers and implements district benefit plans including medical, dental, vision and supplemental insurance options; assists new hires with enrollment in appropriate plans.
- Responsible for determining probationary/permanent employment status and maintenance of the certificated staff seniority list.
- Processes personnel salary adjustments, oversees and administers promotion, transfer, and separation procedures of current employees.
- Collaborates with payroll to ensure policies are followed and to verify salary and/or benefits changes.
- Participates in the development and revision of the District Equal Employment Opportunity (EEO) Plan; oversees and participates in preparation of reporting, tracking and usage of EEO/diversity initiatives and compliance activities.
- Conducts classification studies and desk audits; interviews employees and managers; develops findings, conclusions and recommendations and prepares reports; communicates study results and ensures all approved changes are made to position control and payroll records.
- Collects, analyzes and reports on market compensation and benefits data; works with administrators to properly benchmark classes for salary determination purposes; develops recommendations on salary structures and class placement within grade structures; provides District data as a participant in various external surveys; maintains and updates salary schedules on the District website.
- Provides support for the District's collective bargaining process; researches and collects data and information, makes recommendations on District proposals, and provides input to contract language; may participate in bargaining meetings.
- Communicates, coordinates and oversees the performance evaluation program.
- Assists in the administration of employee disciplinary issues and actions; administers formal grievance procedures; participates in hearings and assists in preparing and processing responses to grievances; may coordinate investigations.
- Develops and executes internal communication processes to keep departments informed on critical Human Resources issues, policies and procedures.
- Conducts special studies and projects and prepares statistical and narrative reports, correspondence, and other written materials; maintains and recommends changes to the Human Resources policy and procedures documentation and organizational charts.
- Develops recommendations to improve department processes and procedures.
- Monitors and stays current on developments in human resources management and legal/regulatory compliance issues potentially impacting District human resources policies, procedures and activities.

#### **OTHER DUTIES**

- Serves on committees and may represent the District at local, regional, state and national conferences, meetings, workshops and training seminars.
- Performs related duties as assigned.

#### **QUALIFICATIONS**

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an accredited four-year college or university with a major in human resources management or a related field, and at least three years of progressively responsible human resources experience, preferably in an educational setting; or an equivalent combination of training and experience.

**Licenses, Certificates and Other Requirements:**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

**KNOWLEDGE, SKILLS AND ABILITIES****Knowledge of:**

- Principles, practices and techniques of human resources management particularly involving job analysis and classification, compensation plan design and administration, recruitment and selection, benefits administration, training and development, and equal employment opportunity.
- Principles and practices of employee and labor relations including contract administration.
- Principles, practices and methods of administrative, organizational and management analysis.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance and advancement.
- Applicable sections of the California Education Code and other federal, state and local laws, rules and regulations governing human resources management.
- Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
- Research methods and analysis techniques.
- Operations, uses and functionalities of talent acquisition software and other standard human resources systems software.
- General principles, practices and techniques of customer service and community outreach.

**Skills and Abilities to:**

- Analyze a variety of administrative, organizational and human resource management problems and consult effectively with administrators and managers to develop solutions.
- Utilize human resources information systems and query tools to extract data from databases for interpreting and communicating data.
- Coordinate and administer Human Resources programs, activities and functions.
- Effectively conduct interviews for a variety of purposes, obtaining pertinent, essential information and knowledge from individuals interviewed.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.

- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Maintain confidentiality of information and work products.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Communicate effectively, both orally and in writing.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

### **PHYSICAL AND MENTAL DEMANDS**

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

#### **Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to 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; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

### **WORKING 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 qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

\_\_\_\_\_  
***Employee Signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Name Printed***