Birmingham Community Charter High School
Credential Analyst
(Confidential)

Title: Credential Analyst – Confidential
FLSA Status: Non-Exempt
Reports to: Human Resources Director
Supervises: N/A

DEFINITION:
Under the direction of the Human Resources Director, coordinate and participate in daily operations for certificated personnel; independently perform a variety of professional and technical human resource functions with a specific focus on credential analysis; utilize independent judgment to provide technical assistance to certificated staff and the public; participate in the preparation, maintenance and updating of a variety of manual and automated personnel data, reports, and files

ESSENTIAL FUNCTIONS:

- Assist with the daily operations of personnel functions, including recruitment, benefits and salary administration
- Provide backup to human resources analysts during absences and/ or busy seasons
- Assist with the recruitment process, including establishing recruitment timelines, advertising and preparing job announcements; screening applications, scheduling interviews, verifying eligibility and background information of applicants, and informing candidates of results of the hiring process
- Assist with the processing of new certificated hires; prepare and explain employee paperwork including employee benefits, procedures and physical requirements; distribute, collect and process various forms and applications; arrange for and follow-up on clearance, including Livescan, TB assessments, examinations, credential requirements and other employment requirements
- Assist the Human Resources Director with the analysis teachers' credentials to assure compliance with regulations related to California credentials
- Remain up to date on changes in law and statute pertaining to teaching credentials, and provide suggestions to the Human Resources Director based on applicable law and statute
- Assist with the coordination of the health and welfare benefit program including health, dental, vision, life, disability, retirement, unemployment insurance, employee assistance, flexible spending accounts, and retirement
- Maintain a variety of personnel files and records with discretion according to established procedures, policies, rules and regulations; process and update records and files with new hires, transfers, promotions, terminations, salary increases, evaluations and other employee information
- Calculate salary changes; receive and evaluate transcripts for salary placement; update salary records according to advancement requirements
- Provide technical information on policies and regulations to current and potential employees; assist employees with questions or problems; answer inquiries concerning hiring procedure, salary, benefits, and other personnel issues
- Assist in the development of human resources policies, standards and procedures to enhance departmental efficiency; develop forms and documents to meet departmental needs; research a variety of personnel information and requirements as needed
- Assist in the monitoring of evaluations; send reminder notices to supervisors/ administrators on late evaluations
- Assist with distribution of letters regarding employment or other personnel matters including layoffs and reasonable assurance
- Assist the human resources director in collective bargaining with three (3) different exclusive representatives, including but not limited to gathering and compiling data and assisting in the preparation of proposals and counterproposals
- Update assigned databases and oversee updates on personnel records
- Assist with preparation, maintenance, and auditing of a variety of personnel records including documents required for LAUSD oversight, seniority lists, employee rosters and re-employment lists; may compile reports for federal, local and private agencies
- Perform related duties as assigned

KNOWLEDGE OF:

- Credential requirements in the state of California
- HRIS database(s), performing data imports and extracts used for reporting
- Principles and practices of public personnel administration including recruitment, selection, and salary administration
- Applicable laws, codes (including Ed Code), rules, regulations, policies and procedures
- Operation of a computer and assigned software
- Modern office procedures and record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Telephone techniques and etiquette
- Research techniques and methods
- Interpersonal skills using tact, patience and courtesy
- Organizational operations, policies and objectives

ABILITY TO:

- Serve as a technical resource to employees regarding personnel functions, activities and requirements
- Review credentials, transcripts, and other records to ensure teaching assignments meet all requirements of the law and applicable education code
- Perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of personnel according to legal guidelines
- Process new personnel and conduct employee orientations as assigned
- Establish and maintain manual and automated employee records and files
- Generate reports in HRIS and other databases
- Compile and verify data and prepare reports
- Perform mathematical calculations accurately
- Demonstrate a high attention to detail
- Effectively utilize word processing, spreadsheets, databases, Internet and E-mail software
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness
- Operate standard office equipment including a computer and assigned software
- Meet schedules and timelines
- Apply, explain, and enforce rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action
- Perform filing, typing, duplicating and maintaining records that require confidentiality
- Exercise good judgement and discretion when speaking with employees, potential employees, vendors, and the public
- Work both independently with little direction and as part of a team

EDUCATION:
Graduation from high school or evidence of equivalent educational proficiency is required.

An Associate of Arts or Bachelor’s degree from a recognized college or university, with college-level course work in business administration, human resources, or a related field is preferred.

EXPERIENCE:

- Three years of increasingly responsible administrative, secretarial or clerical experience working in human resources or an office with multiple, complex, organization-wide programs that have consequential deadlines.
- Intermediate skill level in Microsoft Office Suite including Excel, Word, and Outlook.
- Experience working with databases to run queries and generate reports.
- Experience working in a school district or charter school human resources department, with a focus on credential analysis, is strongly preferred.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials. Perform light physical exertion. Lift and carry 15 pounds.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

_____ _____

Employee Signature Date