

CLASS SPECIFICATION

**CREDENTIALS ANALYST/
HUMAN RESOURCES SPECIALIST**

DEFINITION

Under the direction of the Executive Director, Human Resources/Induction, supports the recruitment and hiring of employees; performs a variety of administrative and technical duties related to the personnel management of certificated and classified employees; and performs other related work as assigned.

REPRESENTATIVE DUTIES

The duties listed below are intended only to illustrate 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.

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all stakeholders, communicating pertinent information using a variety of communication modes
- Oversee, monitor, and maintain credentials for all certificated staff to ensure compliance with state and federal law
- Work closely with the county office of education as well as the California Commission on Teacher Credentialing regarding the status of credential applications, interpretations of requirements, and pending changes
- Review teacher qualifications to determine appropriate step and column placement in compliance with district policy and collective bargaining agreements
- Receive and review college and university transcripts and employment verifications
- Provide technical expertise and assistance to job applicants
- Provide information to classified employees regarding positions, transfers, or promotional opportunities
- Advertise job openings, process and screen applications, and communicate with job applicants using an online applicant tracking system
- Communicate with applicants to set up appointments for interviews and new employee induction; set up bargaining unit orientation for new classified employees
- Assist with coordinating fingerprint clearances, subsequent notifications, and no-longer-interested notifications to regulatory agencies
- Process and maintain employee records (computerized and hard copy)
- In compliance with district policies and collective bargaining agreements, prepare and maintain a variety of reports and related documents to support staff; collaborate with payroll personnel and OCDE regarding changes in employee status and changes with salary schedules

- Collaborate effectively with Business Services regarding personnel changes, notices, daily absences, and other functions
- Attend workshops and in-service programs to keep current on changing rules, regulations, and laws relating to credentialing and personnel, as appropriate

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Customer service practices and telephone etiquette
- Practices and techniques of program analysis including data collection methods and analytical procedures
- Principles and practices of sound business communication and correct English usage, including spelling, grammar, and punctuation
- District rules, policies, and procedures applicable to all areas of responsibility
- District personnel policies and labor contract provisions; requirements and processes of the district payroll system
- Use and operation of computers, standard business software, and specialized database and spreadsheet applications

Ability to:

- Project a positive and professional image as a potential applicant's first district contact
- Establish and maintain effective and cooperative relationships
- Actively collaborate with all departments, school sites, and county offices
- Communicate clearly and effectively, orally and in writing
- Understand and carry out oral and written directions
- Plan, prioritize, and coordinate multiple tasks and meet timelines
- Work independently
- Safely operate a variety of office equipment
- Use computers proficiently to maintain accurate data records and create quality work
- Make accurate mathematical calculations
- Maintain regular attendance and punctuality

Education and Experience:

- Graduation from high school or equivalent
- Two years of responsible secretarial or clerical experience processing documents and interpreting/complying with complex rules, policies, or procedures
- Prior experience related to work with teacher credentials and/or other personnel work is desirable

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties of this position, the employee is subject to constant interruption and is in direct contact with the public and employees. Negative interactions resulting from these

contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision. The noise level in the work environment is normally moderate. Occasional work with sharp objects (i.e. scissors) may be required.

The physical demands of this position include the ability to sit for extended periods. This position requires walking and standing as well as bending and reaching at, below, and above shoulder level. This position requires lifting, pushing, or pulling up to 30 pounds and may involve heavier objects up to 50 pounds with assistance. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone and personal contact. Specific vision abilities including close vision, depth perception, and focus are required.

Approved: July 30, 2002
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