



Excellence for all.

Job Title: Certificated Human Resources Specialist

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of an Administrator in Certificated Human Resources and/or assigned designee, coordinate, and participate in the daily operations of the certificated personnel office; perform a variety of technical personnel work in the areas of certificated personnel including administration and records programs; provide secretarial support to the Administrator in Certificated Human Resources.

Distinguishing Characteristics:

The Certificated Human Resources Specialist is responsible for the hiring process of certificated staff and complex credential analysis. The classification is distinguished from HR Technician by the highly complex duties that are performed.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Coordinate and oversee the daily operations of the certificated personnel function including administration and records program such as recruitment, credentialing, personnel database system development and employment screening and processing; prepare, process, and evaluate a variety of personnel forms, documents, and application; resolve a variety of complex personnel related issues and concerns in a proper and timely manner.
- Coordinate personnel services with those of other divisions and outside agencies and organizations. Work with various universities with placement of student teachers and student observers. Maintain current student teaching contracts and MOU with each university.
- Serve as liaison with/between unions, employees, supervisors, administrators and outside agencies. Provide technical information regarding personnel policies, procedures, laws, codes, rules, regulations, and the administration of certificated human resources programs; confer with applicants concerning job vacancies, qualification requirements, salary schedules, credentials, and related information; verify employment to outside organizations as requested; notify employees of tuberculosis expiration dates and results; respond to Employment Development Department (EDD) inquiries.
- Create brochures for administrative recruitments; coordinate overall recruitment process.
- Respond to employment inquiries; develop and distribute job vacancy announcements; place advertisements in various publications and websites; assist in establishing recruitment timelines and related administrative calendars.
- Assure the preparation, distribution, receipt, and maintenance of applications for employment; receive, screen, and evaluate employment applications and transcripts for minimum qualification, verify applicant eligibility, employment, work experience, certifications; coordinate and arrange interviews as required.
- Prepare and maintain permanent records on certificated employees, credentials, records of assignment, salary, employment status and certifications; research and compile information; prepare a variety of reports related to certificated personnel activities.

- Track employee absences and follow up on doctor's work release, notify employees of Federal and State laws regarding sick leave, family sick leave and pregnancy leave.
- Calculate and determine appropriate salary placement for certificated employees; analyze credentials and transcripts to assure proper salary schedule and placement; process salary adjustments; prepare and process employee information for payroll; process pay holds as assigned.
- Prepare and maintain a variety of narrative and statistical records and reports related to certificated personnel, substitute teachers, assignments, absences, credentials, renewals and assigned activities; audits records for accuracy and completeness; make changes as needed.
- Conduct orientation of new employees and provides them with all new hire paperwork and assist in verifying that forms are returned and completed. Distribute District insurance packets to new full-time employees. Distribute information on PPO medical plan to all part-time employees and substitutes yearly according to Federal and State laws; assist in verifying that forms are returned.
- Attend and participate in a variety of meetings and professional development as assigned; represent the department at County meetings, workshops, conferences, recruitment fairs and other activities. Maintain current information concerning legislation related to California credentials.
- Review and evaluate certificated assignments, applications, and renewals to assure compliance with credential requirements and related policies, laws and regulations; assure employee credentials are aligned with assignments and classification requirements. Analyze teachers' credentials for appropriate match with current assignments; assure compliance with regulations; may make recommendations on candidates suitable for employment.
- Coordinate with the county office of education regarding placement and processing of new teachers and their mentors in the Induction Program and administrators and their mentors in Clear Administrative Service, CASC Credential Program.
- Interpret contract provisions and State requirements in response to employee inquiries regarding salary placement, leaves of absences and credential requirements; review certificated assignments and contracts.
- Maintain personnel records; assure proper information is submitted to the County Office and the State regarding salary, credentials, and other matters.
- Prepare items for the Board agenda; prepare official letters of notification of Board actions.
- Provide secretarial support to the Administrator in Certificated Human Resources. Take minutes at negotiation meetings, maintain and update teacher's contract as needed. Keep current on all changes in order to assist teachers in understanding their rights.
- Participate in the development and implementation of goals, objectives, policies, and procedures for certificated personnel programs.
- Provide work direction and guidance and train assigned staff; work with employees to correct deficiencies.
- Research, compile, assemble and evaluate a variety of human resources data and information; participate in a variety of special projects and surveys as requested. Participate in budget preparation and administration as needed.
- Compose correspondence independently or by request, including letters, memos, and other forms of communication; provides assistance and information to District employees and the public regarding District personnel regulations, policies, and procedures.
- Notify administrative staff of due dates for performance evaluations, monitoring receipt and following up on late evaluations.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
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Other Duties:

- Perform other duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.

- Principles and practices of certificated personnel administration.
- Pertinent federal, State, and local laws, codes and regulations affecting certificated personnel administration including State Education Code.
- Principles of good employee relations.
- Applicable sections of the State Education Code.
- District organization, operations, policies, and objectives.
- Modern office practices, procedures, and techniques.
- Filing systems.
- Letter and report writing techniques.
- Maintaining and updating records.
- Principles of providing work direction and guidance to others.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a computer and applicable software.
- Research techniques.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Coordinate and oversee the certificated personnel office activities and operations.
- Analyze applications and determine applicants' qualifications.
- Assure the recruitment, selection, and retention of certificated personnel according to legal guidelines.
- Determine and maintain confidentiality.
- Interpret, apply, and explain pertinent laws, regulations, and policies.
- Perform technical and difficult clerical work with accuracy, speed, and a minimum of supervision.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
- Lead and train clerical personnel.
- Analyze situations accurately and adopt an effective course of action.
- Collect data and prepare sound recommendations and reports.
- Perform mathematical calculations with speed and accuracy.
- Assist in budget preparation and administration.
- Establish and maintain complex records and files.
- Meet schedules and timelines.
- Operate a computer and applicable software.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school supplemented by college-level course work in personnel or a related field and three years of progressively responsible personnel experience in a school district office. Successful completion of the Merit examination process is required.

Working Conditions:

Environment: Office environment.

Physical Demands: Hearing and speaking to exchange information in person and on the telephone. Dexterity of hands and fingers to operate a computer keyboard. Sitting or standing for extended periods of time. Seeing to read various materials.

Bending at the waist, kneeling to crouching to file materials.

Hazards: Contact with dissatisfied or abusive individuals.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 133

Revised by Personnel Commission: April 26, 2017; Standard Education/Exp language 9/27/17
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