



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: Human Resources Employment Specialist: Certificated Personnel Operations

PRIMARY FUNCTIONS:

Under the direction of the Director of Human Resources and the Associate Superintendent of Human Resources, provides complex administrative assistance requiring a high degree of independent judgment and discretion relating to the recruitment, selection, salary placement, and employment of all classified employees; and ensure District compliance with laws, codes, and regulations pertaining to classified personnel. The holder of the position is designated a “confidential employee” because of related duties involving employer/employee relations.

REPRESENTATIVE DUTIES:

- Facilitate and oversee the employment process for certificated employees, including recruitment functions and activities, advertising, posting of job announcements, applications, and screening activities.
- Review transcripts, resumes, and recommendation letters to determine appropriate salary placement of certificated personnel on the basis of training, education, and prior experience; prepare materials related to salary placement.
- Prepare and maintain comprehensive and confidential files related to certificated personnel, including credentials, tenure status, leaves of absence, professional growth requirements, assignments, teacher evaluation forms, retirement records, and other records pertinent to personnel functions.
- Verify that proper credentials are held for current assignments; research ways to cover assignments determined not to be properly made; serve as a resource person for matters relating to assignment monitoring in accordance with the direction of the Education Code.
- Provide assistance and information regarding District rules, collective bargaining agreements, credential qualifications and renewal requirements, and District policies and procedures to certificated personnel, administrators, prospective employees, and the public.
- Research and compile data and statistics for negotiations; assist District administration with statistical data pertaining to staffing and budget projections; provide salary projections and calculate costs for new positions, including salary and benefits.
- Serve on the District negotiating team.
- Manage and maintain the certificated personnel position control system, including the creation and maintenance of all essential master files, salary schedules, and work calendars as they relate to certificated employees.

- Provide orientation and process employment paperwork for all new certificated employees;
- Ensure that all new employees meet employment and job requirements, including fingerprint, immigration, and TB clearance requirements; provide information regarding District practices and procedures and necessary employment forms and documents.
- Receive and process personnel requisition forms relating to hiring new certificated personnel reclassifying existing personnel, or making account changes in the personnel maintenance system.
- Operate standard office equipment, knowledge and experience with Microsoft Office Suite programs, database management, and spreadsheet software programs.
- Compose correspondence; design and conduct salary surveys and compensation studies; collect and analyze data and prepare reports and summaries; compile and provide certificated personnel actions to the Board of Education.
- Determine appropriate salary placement for new and existing certificated employees; prepare and distribute employment contracts and salary computation sheets to certificated employees and the payroll department.
- Attend meetings as needed to provide authoritative information on certificated personnel matters or to gather information required to perform personnel department functions.
- Interpret District policies, labor agreements, and personnel-related sections of the California Education Code as they relate to certificated personnel.
- Provide information to the department leadership or District for employment of certificated employees.
- Coordinate the preparation and maintenance of a variety of reports, records, lists, and files; oversee the compilation and maintenance of a variety of statistical analysis reports and presentations.
- Receive and process letters of resignation or retirement and requests for leaves of absence for certificated employees.
- Establish and maintain communication with administrators to ensure the accuracy of certificated staffing and funding sources.
- Resolve certificated personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to the Director of Human Resources and/or the Associate Superintendent of Human Resources.
- Process the paperwork for STRS Golden Handshake; calculate the cost and any savings to the District; prepare required resolution for Board of Education approval, etc.
- Work closely with the Risk Management Office in providing pertinent information that would assist with issues regarding Worker's Compensation, the Family Medical Leave Act., etc.
- Implement and monitor the recruitment and hiring process for all certificated summer school positions; calculate salaries and prepare contracts for summer school employees.

- Perform related duties as assigned.
- The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations that pertain to the particular assignment.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

- Services and activities provided in personnel administration, including recruitment.
- Assignment/mis-assignment based on credentials.
- Laws, rules, and regulations involved in test creation and validation, compensation, and classification activities.
- District organization, operations, policies, and objectives.
- Applicable sections of the State Education Code and other applicable laws.
- Modern office practices, procedures, and equipment.
- Statistical analysis and prediction techniques.
- Word processing methods, techniques, and programs, including spreadsheet and database operations.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Research methods and report writing techniques.

ABILITY TO:

- Assist in the administration of a comprehensive and diversified personnel program for certificated employees.
- Perform responsible and difficult personnel work involving the use of independent judgment and personal initiative.
- Develop and maintain confidential personnel records.
- Analyze jobs and identify skills, knowledge and abilities required for successful job performance.
- Respond to requests and inquiries from employees and administrators for information regarding District and personnel laws, rules, regulations, policies and procedures.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

- Collect and analyze data and prepare clear, comprehensive reports.
- Compose correspondence and written materials independently.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Make arithmetical calculations with speed and accuracy.
- Analyze situations accurately and adopt an effective course of action.
- Operate a computer terminal.
- Communicate effectively both orally and in writing.
- Prioritize, plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality for all Human Resources capacities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by coursework in personnel administration or a related field and three years of personnel department experience.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to driving a vehicle to conduct work; occasional contact with dissatisfied individuals; fast-paced environment; frequent interruptions. Employees in this position will be required to work indoors in a standard office environment with moderate noise levels.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal, hearing and speaking to exchange information and make presentations, sitting or standing for extended periods of time, bending at the waist, reaching overhead, lifting, pulling, pushing items, reading various documents, and seeing to read, analyze and review complex financial data.

This position complies with the rules and regulations of the Americans with Disability Act (ADA)

Legal reference: California Education Code, Sections 45103, 4519

Policy Adopted: June 17, 1986

Policy Revised: April. 4, 1995

Policy Revised: June 24, 2003

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