# MT. DIABLO UNIFIED SCHOOL DISTRICT

## HUMAN RESOURCES ANALYST - CREDENTIALS

**Primary Function**

Under direction, performs a variety of duties in the collection, processing and monitoring of all documents relating to the certification, salary placement and assignment of certificated staff members and athletic coaches; serves as a resource to District, County, Commission on Teacher Credentialing Human Resources and applicants concerning credential eligibility, requirements, procedures and assignments; monitors all certificated assignments, credential applications and renewals to assure compliance with law, credential requirements and authorizations. Works with certificated bargaining units and associations to provide information and training related to credentialing laws and requirements; provides information and participates in the collective bargaining process as needed.

**Directly Responsible to**

Executive Director of Human Resources

**Major Responsibilities**

Perform a variety of duties in the review and processing of documents relating to the certification and salary placement of certificated staff members; assure certificated staff members hold valid and appropriate credentials and are paid at proper levels according to established guidelines, laws, codes, rules and regulations.

Serve as a resource to District, County, and Commission on Teacher Credentialing staff members and applicants concerning credential eligibility and requirements; respond to inquiries and provide detailed information concerning related guidelines and procedures; assist applicants and employees with acquiring, completing and submitting related forms.

Maintain documentation on current status of State credential laws and regulations and take action to acquire and disseminate knowledge of changes in State requirements. Use this knowledge to identify and resolve problems in District credentialing process; prepare District information/reports ensuring compliance with county/state credential audits when required.

Monitor certificated assignments, applications and renewals to assure compliance with credential requirements and authorizations and Federal laws and mandates; monitor, process and maintain proper certification of all District athletic coaches; distribute application materials and related information as requested; notify employees of expiration dates and assist with the renewal process; receive and record credential information for registration with the County.

Process various credential documents and other employment forms; evaluate college transcripts and employee applications; verify employee information with outside agencies as appropriate; determine and update employee salary information including longevity, step placement, extra pay and stipends and forward to payroll for processing; prepare annual certificated employee contracts in an accurate and timely manner; process annual contracts with universities for placement of student teachers.

Initiate and receive phone calls to clarify credential requirements and procedures; prepare and disseminate related correspondence, forms, announcements and other materials as needed; schedule appointments for application processing.

Input credential and salary information into an assigned computer system; assist in the maintenance of automated credential records; generate a variety of computerized lists and reports as requested; assure accuracy of input and output data.

As assigned, prepare Resolutions, personnel reports, and other agenda items for Board approval; initiate required follow-up action in a timely manner.

Work with certificated bargaining units and associations to provide information and training related to credentialing laws and requirements. Provides information for and participates in collective bargaining processes as needed.

Operate a variety of office equipment including, but not limited to, a copier, scanner, fax machine, typewriter, computer and other assigned software and hardware as deemed necessary in the performance of the assigned duties.

Perform other job-related duties and tasks as assigned by the Superintendent or designee.

## QUALIFICATIONS

1. Knowledge of California credential regulations and procedures as related to Pre-K-12 education.
2. Knowledge of or experience working in public school districts.
3. Demonstrated experience in and/or ability to think critically including identifying problems, analyzing causes, and recommending solutions.
4. Demonstrated ability to perform effectively in busy and distracting environment.
5. Demonstrated ability to maintain composure when dealing with concerned individuals.
6. Ability to maintain confidentiality.
7. Ability to operate common office machines, including, but not limited to, a computer and related equipment.
8. Knowledge of current office methods and practices including filing systems, word processing, data entry, letter and report writing.
9. Knowledge of correct usage of English and skill in mathematics.
10. Ability to work in a responsible, respectful, and independent manner with minimal supervision.
11. Ability to work cooperatively and communicate effectively with those contacted in the course of work.
12. Ability to understand and carry out complex oral and written instruction.
13. Ability to understand and implement certificated contractual and salary agreements.
14. Ability to maintain records and prepare reports.
15. Ability to determine appropriate action within clearly defined guidelines.
16. Ability to meet schedules and timelines.
17. Ability to work overtime when necessary.
18. Possession of a valid driver's license.

## EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by college-level course work in human resources/personnel, business administration or related field and two years human resources/personnel experience including credential processing or related duties.