

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: HUMAN RESOURCES ANALYST-CERTIFICATED**

#### **BASIC FUNCTION:**

Under the direction of the Executive Director of Human Resources, perform a variety of complex and professional human resources functions in the recruitment, selection and compensation of certificated employees; prepare certificated personnel reports for the Board of Education meetings; ensure compliance with laws, rules, regulations, Human Resources policies and collective bargaining unit contracts; maintain confidentiality of sensitive and privileged information; provide training, work direction and guidance to assigned Human Resource department personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of complex and specialized human resources functions in the recruitment, selection and compensation of certificated employees; assist in the development and implementation of employee selection procedures; ensure compliance with District and State rules and regulations, Human Resources policies, and collective bargaining unit contracts.

Coordinate and perform complete recruitment processes involving advertising, interviewing and selecting certificated employees; prepare job announcements and place advertisements in various media including the District website; forward announcements/correspondence to other departments, agencies and identified members of the public; confer with applicants concerning job vacancies, qualification requirements and related information.

Provide assistance, advice and information to applicants, District employees and certificated personnel concerning current laws and requirements pertaining to a variety of credentials issued by the Commission on Teacher Credentialing (CTC). Provide technical support for the application and maintenance of teacher credentials; evaluate transcripts and records to determine eligibility for credentials and salary placement; advise out-of-state applicants regarding credentialing.

Monitor certificated credential authorizations, board authorizations, supplementary authorizations, and legal assignments; evaluate credential applications; recommend applicants for first-time 30-Day substitute teaching permits.

Provide training, work direction and guidance to assigned Human Resource department personnel; oversee assigned personnel communication released to administration, other personnel and the public. Oversee and participate in the screening and processing of employee applications to ensure candidates meet minimum qualification guidelines; coordinate the assembly of application and interview packets; verify eligibility and background information of applicants; verify Department of Justice (DOJ) and FBI fingerprint and Tuberculosis clearances as directed.

Oversee the review and evaluation of job applications; schedule employment interviews and arrange interview locations; select panelists; explain rating sheets and interview questions to panelists.

Prepare and maintain a variety of statistical and narrative records and reports related to employee recruitment, re-employment, seniority, compensation and assigned personnel functions; provide Executive Director with technical reports relating to District certificated personnel; input employee data in assigned human resources software program; process a variety of forms and applications.

Serve as liaison between unions, employees, supervisors, administrators and outside agencies; provide technical information regarding policies, procedures, laws, codes, rules, regulations and the administration of certificated human resources programs; provide reports to the County and State as requested including demographic detail information.

Assists the Executive Director in providing staffing, wage and salary data required for budget preparation and negotiations.

Provide technical information and administrative assistance to the Executive Director of Certificated Human Resources and other administrators regarding certificated personnel, assigned functions and related activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

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.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

Explain and apply District rules and procedures, State credentialing laws, and collective bargaining language; verify employment to outside organizations as requested.

Obtain daily and long-term substitutes as requested for certificated positions; maintain records of teachers with their assigned position control number, seniority and credential expiration date, create and maintain early retirement agreements, class assignments, extra duty stipends, sign-up substitute teachers for certificated positions and maintain records for payroll purposes.

Process personnel action forms for employment, leave of absences, transfers, retirements, terminations, and changes in salary, longevity, leaves, layoffs, re-employment and other personnel actions as assigned.

Compose a variety of correspondence including forms, special projects, legal documents, Board agendas and resolutions and other materials; receive and respond to e-mails.

Receive and respond to unemployment information requests from District's unemployment insurance carrier; process and send annual reasonable assurance letters to affected employees.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Participate in other department activities including professional growth program, staffing projects for upcoming school years, preparing identification badges and providing orientations to new employees as directed; assist the Executive Director with annual reports and budget preparation; confer with administration regarding employee issues/concerns.

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.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Principles, practices, methods and terminology used in public personnel administration, including credentialing, selection, recruitment, and compensation.

Various governmental guidelines and regulations relating to personnel selection.

Current laws, codes, and rules related to assigned personnel functions.

Operations, policies and objectives relating to human resources activities.

Occupations and their requirements.

Organizational operations, policies and objectives.

Record-keeping and report preparation techniques.

Proper English usage, grammar, spelling, punctuation and vocabulary.

Operation of a variety of office equipment including a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Technical aspects of field of specialty.  
Research methods.

**ABILITY TO:**

Perform a variety of complex and specialized human resources functions in the recruitment, examination, selection, classification and compensation of certificated employees.  
Apply, explain and ensure compliance with rules, regulations, policies and procedures.  
Ensure proper and current credentials of certificated personnel.  
Coordinate the interviewing and selection process of applicants.  
Participate in the screening and processing of new personnel according to established procedures.  
Maintain current knowledge of laws, rules and regulations related to personnel activities.  
Compose correspondence and written materials independently.  
Operate a variety of office equipment including a computer and assigned software.  
Analyze situations and adopt an effective course of action.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.  
Plan and organize work.  
Meet schedules and time lines.  
Determine appropriate action within clearly defined guidelines.  
Maintain confidentiality of sensitive information.  
Work independently with minimal supervision and direction.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or its equivalent and any combination equivalent to: two years of college-level course work in a related field and four years of increasingly responsible human resources experience involving recruitment, selection of certificated personnel or credentialing activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time.  
Ability to see to read a variety of materials.  
Bending at the waist, kneeling or crouching to file materials.  
Lifting, carrying, pushing or pulling light objects as assigned by the position.

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P.C. APPROVED: 10/18/18