

SENIOR PERSONNEL SPECIALIST - CREDENTIALS

DEFINITION:

Under general direction, performs highly specialized technical duties related to the induction and retention of certificated personnel; advises, assists and monitors the certificated workforce to ensure compliance with State credentialing requirements; prepares and maintains personnel files for all temporary, probationary and permanent certificated employees; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This is a position having significant responsibility for performing technical personnel work involved in employing certificated employees and ensuring certificated employees maintain appropriate and valid credentials to perform their assignments. The incumbent answers administrators and certificated employees' questions regarding credentials and assignments and resolves problems as necessary. The incumbent is the primary contact for answering questions of applicants for regular certificated positions. The incumbent processes the employment of all temporary, probationary and permanent certificated employees, verifying qualifications and credentials, processing required documentation and placement on the Certificated Salary Schedule and entry on the County payroll. This position is pivotal in facilitating the District's needs for properly credentialed certificated employees and the efficient daily operations of the Human Resources Department.

EXAMPLES OF DUTIES:

Maintains records of credentials held by all temporary, probationary and permanent certificated staff including the type of credential, major and minor areas of studies, expiration dates and subjects/grades authorized. *E*

Oversees and monitors that appropriate credentials are maintained by all certificated staff to ensure continued compliance with State law. *E*

Notifies and/or updates administrators and certificated staff of changes in credential requirements, and assists staff in filing for credential renewals, added authorizations, waivers and emergency credentials. *E*

Prepares personnel files for and processes new certificated employees, posting and evaluating transcripts to ensure proper placement on the Certificated Salary Schedule, prepares the certificated employment contracts, ensures TB and fingerprint clearances are obtained prior to start of work and assists the new employees in completing required employment documentation. *E*

Establishes and maintains valid certificated seniority lists. *E*

Keeps records of certificated staff assignments according to grades and subjects taught and credentials held authorizing such placement and notifies administrative staff of authorized assignments. *E*

Maintains records of school and class enrollment numbers used to monitor that class size reduction standards are met. *E*

Maintains certificated staff column and step salary advancements. *E*

***E* denotes an essential function of the job.**

Assists in preparation of the annual certification of proper credentialing report to the Board of Trustees.
E

Audits and verifies information necessary to clear emergency permits.

Assists in compiling and/or computing data for periodic special reports.

Works closely and cooperatively with school site personnel and administrators, serves as liaison contact with County or State credentialing offices and credentials personnel in other school districts.

Prepares and maintains a variety of files, records and reports, including those for regular FTE and categorically funded positions and certificated staffing lists.

Provides employment verifications for certificated staff.

SUPERVISION:

General direction is received from the Assistant Superintendent, Human Resources.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Laws, rules, regulations and policies governing employment, credentialing, and appropriate assignment of certificated school personnel;

Word processing, spreadsheet, database, Internet and E-mail computer applications;

Methods of making mathematical and statistical analysis, calculations and projections;

Correct English usage, spelling, grammar and punctuation;

Modern office methods, procedures, practices, terms and equipment used in a personnel office;

Standard record keeping and filing system procedures;

Business office telephone techniques and etiquette.

Ability to:

Work independently utilizing sound judgments and discretion in a wide variety of situations;

Understand, interpret and apply complex laws, rules, regulations and policies;

Research, gather data and information and prepare complex and comprehensive written and oral reports;

Compose and edit routine correspondence independently;

Work effectively, efficiently and cooperatively in a busy modern office environment;

Communicate effectively with and provide quality customer service to a wide variety of audiences both orally and in writing;

Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;

Keyboard at a net corrected speed of 45 words per minute;

Effectively and efficiently maintain accurate records and files;

Carry out oral and written instructions, and plan, organize and prioritize work;

Maintain confidentiality of information.

EDUCATION AND EXPERIENCE:

Equivalent to completion of the twelfth grade, supplemented by courses focused on personnel records management. At least four years of successful experience in a California school district personnel office performing similar or directly related duties and requiring those skills knowledges and abilities indicated above, or equivalent.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Safely lift, carry, push and pull up to 25 pounds; frequently sits, walks, stands; occasionally stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; has direct contact with public and other district staff, occasionally in difficult interpersonal situations; frequently works with high volume and tight deadlines, without guidance from supervisor.

Last revised 1/17/02

Reviewed with no revisions 3/9/06