

William S. Hart Union High School District

Position Description

Position: Credentials Technician	
Job Family: Human Resources	FLSA: Non-exempt
Approved by: Personnel Commission, February 9, 2011	Salary Range: 300

Summary

Under the direction of the Assistant Superintendent of Human Resources or designee, coordinates and participates in technical human resources functions in support of recruitment, credentialing and processing of the District's certificated employees.

Distinguishing Career Features

The Credentials Technician is the first of two levels in the Certificated Human Resources career path. The Credentials Technician is a technical position that requires application of knowledge in the area of recruitment, selection and credentialing of certificated employees. This position performs credentials analysis work, following standard processes, procedures and guidelines for routine credentialing of potential certificated personnel. Advancement to this position requires the ability to work within the state credentialing system and provide technical guidance to employees, applicants and others regarding assigned human resources functions. Advancement to Human Resources Analyst – Certificated – Confidential is based on need and compliance with the requirements of the position, including the ability to independently interpret education and certification policies and regulations.

Essential Duties and Responsibilities

- Creates and distributes recruitment brochures, postings and employment advertisements. Coordinates overall recruitment process.
- Receives and screens teacher and substitute teacher applications for appropriate credentials, No Child Left Behind (NCLB) compliance and other qualifications.
- Arranges for and may conduct pre-screening interviews for some levels of candidates. Assembles and distributes information to the hiring administrator. Facilitates interview scheduling and selection process.
- Processes new substitute employees. Arranges pre-employment clearances such as fingerprinting and tuberculosis testing; distributes and collects new hire paperwork. Participates in new substitute orientation. Enters substitute data into human resources and payroll systems.
- Provides a variety of human resources-related information to potential and current employees on credentialing, personnel policies, rules and regulations. Responds to employment inquiries and explains credentialing and hiring procedures.
- Reviews contract provisions and state requirements in response to employee inquiries regarding salary placement, leaves of absences and credential requirements.
- Prepares and maintains records of assignments, salary, employment status and certification; research and compiles information.
- Notifies administrative staff of due dates for performance evaluations, monitoring receipt and following up on delays.
- Participates in the development and implementation of goals, objectives, policies and procedures for certificated personnel programs.

- Generates reports as needed including those for federal, local and private agencies. Prepares other necessary correspondence.
- Sorts and distributes certificated and management paychecks and deposit notices.
- Provides verbal and written employment verification.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- California laws regarding credentialing.
- No Child Left Behind law as it relates to teacher quality and compliance.
- Personnel management practices, fair employment practices and laws.
- Well-developed skills in using a personal computer, common office productivity software (word processing, spreadsheet and database), and specialized databases and record keeping software used in an education or a human resources environment.
- Well-developed written language skills to prepare complex reports and correspondence.
- Well-developed human relations skills to work productively and cooperatively with diverse groups within and outside the District, using tact, patience and courtesy.

Abilities

- Learn, apply, and interpret rules and regulations, procedures, labor contracts and reference material pertaining to human resources.
- Gather and analyze data and develop conclusions, recommendations, reports and correspondence.
- Plan, organize, and prioritize complex and technical work processes in a high volume environment in order to meet schedules and timelines.
- Communicate technical information and to interact with a wide variety of groups and individuals inside and outside the organization.
- Maintain the security of confidential materials and information, including employer-employee relations information.

Physical Abilities

- Function indoors in an office environment engaged in work of primarily a sedentary nature.
- Ambulatory ability to sit for extended periods of time, to utilize computers, accomplish other desktop work, and to move to various locations.
- Visual acuity to recognize printed materials.
- Auditory ability to carry on conversations in person and over the phone.
- Hand and finger dexterity and hand/eye coordination to use a computer keyboard at an advanced rate and use common office equipment.
- Retrieve work materials from overhead, waist, and ground level files.

Education and Experience

Associate's degree in human resources or closely related field and four years of experience in human resources/education. Additional experience may substitute for higher education based on two years of experience for one year of higher education.

Licenses and Certificates

May require a valid California driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.