

## William S. Hart Union High School District

## Position Description

Position: Human Resources Analyst – Certificated – Confidential	
Job Family: Human Resources	FLSA: Non-exempt
Approved by: Personnel Commission, February 9, 2011	Salary Range: C-15

### **Summary**

Under the direction of the Assistant Superintendent of Human Resources, coordinates and performs a wide variety of specialized and technical human resources functions in support of credentialing and processing of certificated employees. Advises administrators and employees on credentialing requirements. Guides applicants and teachers in obtaining and maintaining teaching credentials and determines salary placement and related adjustments.

### **Distinguishing Career Features**

The Human Resources Analyst – Certificated – Confidential is the highest of two levels in the Certificated Human Resources career path. The Human Resources Analyst – Certificated – Confidential is a technical position that requires application of a well-developed knowledge in the area of educational certification and employment procedures and requirements. Advancement to this position is based on need and compliance with the qualifications of the position, including the ability to independently interpret education and certification policies and regulations to serve as a technical resource for the district.

### **Essential Duties and Responsibilities**

- Process new certificated employees. Review and analyze qualifications, transcripts and service experience to determine appropriate placement on salary schedule. Process initial credential applications and new employee paperwork. Enter employee data in human resources and payroll systems. Conduct new employee orientations.
- Researches and interprets California Education Code and Commission on Teacher Credentialing's Coded Correspondence to effectively serve as a technical resource to certificated staff, administrators, and applicants on complex credential requirements.
- Monitors and maintains records of certificated assignments to assure compliance with credential requirements. Counsels administration and employees on misassignments and proper resolution. Reports findings to Los Angeles County Office of Education and California's Commission on Teacher Credentialing.
- Monitor, evaluate and process salary placements, salary changes, stipends and increments and enter data in human resources and payroll systems. Communicate changes to payroll department and employees in a timely manner.
- Review, evaluate and process documents relating to the certification of certificated personnel including credentials and transcripts; assist certificated staff with obtaining, maintaining and renewing valid and appropriate credentials.
- Provides support to processes related to staffing, position control, and credential analyses in connection with the collective bargaining processes.
- Prepares forms and correspondence on a wide variety of personnel-related matters.

- Processes confidential information pertaining to employer-employee relations.
- Provide technical guidance for collective bargaining and related negotiations and activities. Compile and update seniority lists applying appropriate laws, rules and regulations.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

- Well-developed knowledge of 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.
- Methods, practices, procedures and terminology used in collective bargaining activities and credentialing functions.
- 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.
- Math skills to compute sums, averages, ratios, products and quotients.
- 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.
- Coordinate and provide technical assistance for personnel transactions, communications, collective bargaining functions and information to meet needs of the department.
- Interpret, apply and explain laws, codes, regulations, policies and procedures.
- 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 six years of experience in a human resources or employment office, which includes a minimum of three years experience administering the rules and regulations of the California Credentialing System. 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.