



Columbia County School District Job Description

Position Title: Human Resources Specialist II - Certification		
Department: Human Resources	Evaluation Instrument: Performance will be evaluated annually by the Chief Human Resources Officer in accordance with Policy GBI – Evaluation of Personnel	
Pay Grade: General Services Pay Scale, Grade N	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Human Resources Officer		

MINIMUM QUALIFICATIONS
<p>Minimum of two years post-secondary education or more than seven years working in a human resources environment required; baccalaureate degree with three to five years of experience working in an educational and/or human resources environment preferred; knowledge of state educator certification process/rules preferred; ability to understand and carry out complex oral and written instructions; to handle multiple tasks simultaneously; ability to successfully complete many critical tasks concurrently; requires high attention to detail, problem-solving and confidentiality; ability to utilize computer software effectively. Ability to remain organized and self-disciplined during peak demand situations. Must be detail oriented.</p>
GOAL
<p>To efficiently and effectively, in conjunction with the Chief Human Resources Officer, establish and perform specialized and confidential duties related to employment, certification of personnel and state reporting of all school system employees according to all applicable laws, codes, rules and policies.</p>
REPRESENTATIVE DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> • Prepare, correct, complete with accuracy, the critically important Georgia DOE Certified and Classified Personnel Information (CPI) report three times per year for submission by the superintendent of schools to the state department • Superior knowledge of Professional Standards Commission (PSC) and Georgia Department of Education (GDoE) certification process and all rules related to system’s personnel, ensuring school system’s compliance with them • Above average ability to communicate both written and orally certificate information to school leaders, teachers and prospective applicants, ensuring a high level of employee understanding and compliance • Serve as a liaison for professional employees in answering questions for teacher certification and responds to phone and email inquiries from potential applicants regarding teacher certification process; • Assist employees with navigating the PSC site as it relates to rules and certificate upgrades; • Ability to evaluate personnel transcripts and certification test records to ensure all certified applicants/employees are eligible for or have teacher certification to be in compliance with PSC rules and state law • Develop and maintain a process to ensure that appropriate plans for a Georgia clear renewable certification is obtained and progress toward completion of the plan is tracked and adhered to • Monitor and maintain files on employees with non-renewable certificates until ready for clear renewable certification; provide updates to employee’s supervisor and system leaders • Evaluate and process certification application packages for all veteran and newly employed personnel including initial certificates, upgrades to certificates and additions to certificates including, but not limited to additional fields, upgrades to certificate levels, Master Teacher credential electronic transmittals, endorsements, etc. • Understand school system’s student learning and GDoE schedule of courses to assist principals and leaders with teacher assignment or reassignment • Assist principals in determining applicant eligibility for highly qualified status; download all new certificates weekly from GAPSC.ORG; enters in CSI, scans into employee file

- Implement process to monitor and ensure Highly Qualified Status for applicable employees is met/maintained to include editing the report
- Ensure accurate and timely submission of the annual state Highly Qualified Report; work with system leaders to ensure system is on track to achieve 100% compliance in this important area.
- Ensure accurate and timely input into the school district's primary HRIS personnel tracking system, providing the ability to process detailed and timely reports enabling leaders to make critical decisions; to include:
 - accurate input of demographic information
 - consistent editing and input of current position, job titles, job codes and descriptions
 - accurate input of skills/certification information on all new hires and inactivate employees as required
 - timely input of all personnel changes into the district's primary personnel tracking system to include personnel changes related to job position and locations
 - make necessary changes to pay and forward to affected departments; ensure documents are properly scanned in employee's file
- Develop reports from HRIS database as needed at request of superiors and school principals.
- Develop initial report and prepare the correspondence to the PSC on teacher/employee ethics violations and misconduct
- Verify and/or prepares payroll change forms for upgrades in certificate levels when necessary
- Complete employment and experience verification requests for all current and former certified employees
- Verification of Employment for Employees – School Systems
- Assist with board Policy/Procedure revisions
- Develop plan to achieve Annual Professional Development Goals
- Complete other related projects and assignments as required by the Chief Human Resources Officer.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: October 2015