

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: HUMAN RESOURCES SPECIALIST – CERTIFICATED (CONFIDENTIAL)

BASIC FUNCTION

Under general supervision of the Superintendent or designee, to perform a variety of technical personnel management functions involved with certificated employees; to assist in the planning, organization and conduct of the District's certificated recruitment and selection activities; to provide leadership in the planning, organization and conduct of the certificated staff employment processes; to provide leadership and oversight in the credentialing activities of the District's certificated staff; to assist in the planning, organization, development, and maintenance of a comprehensive personnel record management, storage and retrieval system; and to do other related functions as directed. Incumbents in this classification provide students, staff and the public with human resources administrative support services which directly support learning.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes and conducts the certificated personnel management program
- Researches, prepares and monitors the distribution of employment related notices to staff including employment status reports, Notices of Non-Reelection and Non-Reemployment, and other related forms
- Inputs and maintains employee data in the district's comprehensive personnel records system, the position control system and the Los Angeles County Human Resources Payroll System
- Plans, organizes and conducts the certificated recruitment and selection activities and events
- Monitors and insures compliance with Federal and State laws and regulations related to the credentialing of the certificated staff
- Compiles, maintains and submits information required for Federal and State reports related to the credentialing and qualifications of the certificated staff
- Serves as the District liaison for credentialing matters with the county and state agencies that are responsible for the credentialing of the certificated staff
- Analyzes and processes new credentials, as well as renewals, and emergency permits
- Counsels and guides district employees as well as potential employees in matters related to obtaining and the maintenance of appropriate credentials
- Analyzes, reviews, and interprets legal mandates, policies, regulations, and guidelines to ensure that the personnel operational functions are pursued in an effective and efficient manner
- Reviews requests for new personnel and personnel replacements, and assists managers and supervisors by supplying them with applicant lists and materials to aid them in employee selection
- Assists in the compilation and preparation of the personnel component of the Governing Board agendas
- Participates in research and development functions and activities, including personnel need assessments, wage and salary analysis and surveys, and other related functions and activities
- Review/analyze transcripts to determine credentialing status, teaching assignment and salary schedule placement
- Plans, organizes and develops a variety of personnel management related reports
- Provides the general public and District employees with information related to certificated positions, and employment processes
- Informs new employees of benefits, employee regulations and other needed data

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: HUMAN RESOURCES SPECIALIST – CERTIFICATED (CONFIDENTIAL)

- Calculates salaries, probationary periods and similar information related to employees
- Compiles and maintains certificated employee seniority and status lists
- Monitors the submission of information related to the certificated employee evaluation system
- Obtains confidential or personal information about applicants and employees from the public
- Maintains the District's LiveScan fingerprinting process; collects and balances funds collected; maintains fingerprint records
- Participates in the planning, development, implementation and maintenance of manual and automated personnel record management storage and retrieval systems
- Screens applications and employee records for employment
- Independently responds to routine correspondence, memoranda, and request for information and data
- Performs research and data collection for use in certificated employee and employer relations program
- Participates in the planning, organization, and conduct of certificated personnel orientation, staff development and in-service training programs
- Processes walk-on coaches (e.g., inputs walk-on coaches into specialized athletic software system; communicates with sites regarding current walk-on coaches; etc.)
- Collaborates with BTSA to evaluate credentials for participation in the Induction Program; determines what needs to be completed to be eligible for a credential to be cleared or renewed; directly applies for clear credentials for BTSA Induction candidates
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Interpret and apply technical personnel operational procedures, policies, rules, regulations and legal provisions
- Use correct English and make basic arithmetic calculations
- Operate standard office equipment including use of computer applications

Knowledge of:

- Modern office practices and procedures
- Methods, trends, strategies and techniques pertaining to a comprehensive personnel management system
- Methods, procedures, terminology and techniques pertaining to an automated personnel record management, storage and retrieval system
- Educational Code, Credentialing regulations and provisions, State and Federal requirements, other legal mandates, Board policies, regulations, operational procedures and guidelines pertaining to personnel functions and activities
- Organization and supervision methods, strategies and techniques

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: HUMAN RESOURCES SPECIALIST – CERTIFICATED (CONFIDENTIAL)

Ability to:

- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- Establish and maintain positive and effective working relationships
- Maintain work pace appropriate to given workload
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Review, abstract and compile comprehensive management reports, which may include sensitive and confidential information
- Keyboard at an acceptable rate of speed

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, an incumbent must have the ability to do substantially all of these activities. If someone can do light work, it is deemed that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. (Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Four (4) years of responsible and technical clerical experience, preferably including one year in a lead capacity.

Education:

The equivalent to the completion of high school, including or supplemented by training or coursework in personnel management, business office procedures, or a closely related field.