



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

| <u>PERSONNEL SPECIALIST - CERTIFICATED</u> | | | |
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| DEPARTMENT/SITE: | District Department | SALARY SCHEDULE: | Confidential |
| | | SALARY RANGE: | 10 |
| | | WORK YEAR: | 12 Months (260 Days) |
| REPORTS TO: | Assistant Superintendent of Personnel Services or assigned designee | FLSA: | Exempt |

BASIC FUNCTION:

Perform a variety of complex technical and specialized personnel functions related to the recruitment, credentialing, processing, assignment, and compensation of certificated personnel; analyze, review, and process a variety of documents and information to ensure certificated personnel hold valid and appropriate credentials; serve as a technical resource to District personnel, applicants and the public regarding personnel functions; provide administrative support to the Assistant Superintendent and Personnel Services functions. The incumbents in this classification assist in providing students with highly qualified certificated personnel which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform a variety of complex technical and specialized personnel functions related to the recruitment, credentialing, processing, assignment, and compensation of certificated personnel; evaluate, prepare, and process a variety of personnel forms and applications; resolve personnel-related issues and concerns in an appropriate and timely manner.

Serve as a technical resource to Assistant Superintendent of Personnel Services, District personnel, applicants, and the public regarding personnel functions; respond to inquiries and provide technical information concerning negotiations, position vacancies, credentials, compensation, benefits, salary schedules, assignments, and related standards, timelines, requirements, laws, codes, regulations, policies, and procedures.

Provide support to the Assistant Superintendent; respond to inquiries and provide assistance to staff and the public; review and submit certificated Memorandums of Understanding with the District's university partners for Governing Board approval.

Coordinate the application process to facilitate new hires as needed; prepare and distribute job vacancy announcements; place advertisements in various publications, including websites; may conduct employee orientations and participate in substitute teacher sign-ups.

Receive, screen, and evaluate employment applications and transcripts for minimum qualifications; verify applicant eligibility, employment, work experience, certification, reference, and background information; coordinate and arrange interviews as required.

Review, evaluate, and process documents relating to the certification of certificated personnel, including credentials and transcripts; assist certificated staff with obtaining and maintaining valid and appropriate credentials in compliance with established requirements and procedures; assist applicants and employees with completing credential forms and applications.

Prepare and maintain a variety of records and reports related to certificated personnel, status, credentials, renewals, evaluations, and assigned duties; maintain and update master staffing and seniority lists; audit records for accuracy and completeness; make changes as needed; process mandated County, State, and federal reports, including CBEDS and CALSAAS, according to established timelines and requirements.

Analyze and review certificated assignments, applications and renewals to ensure compliance with credential requirements; analyze credentials to determine and verify compliance and ensure employee credentials are aligned with classification requirements; notify employees of expiration dates and assist with the renewal process, review materials for accuracy and completeness, and notify employees of missing documents and information.

Calculate and determine appropriate salary placement for certificated employees; analyze credentials, transcripts, and years of qualifying experience to ensure proper salary schedule and placement; process salary adjustments; monitor employee status concerning salary increases; initiate personnel requisitions for step and column adjustments for payroll; ensure proper modification of payroll information in response to increases.

Generate a variety of computerized lists and reports as requested; ensure accuracy of input and output data.

Prepare contracts for existing teachers; process and arrange changes in assignments for certificated staff; notify appropriate administrators of changes in assignments and potential misassignments.

Communicate with District personnel, outside agencies, and the public to exchange information and resolve issues or concerns; compose, distribute, and respond to a variety of correspondence.

Operate a variety of office equipment, including a computer and assigned software.

Ensure assigned personnel functions comply with established laws, codes, regulations, policies, and procedures.

Research, compile, assemble, and evaluate a variety of human resources data and information; prepare and compile items for Governing Board Agenda.

Prepare and distribute Declaration of Need and Board resolutions for staffing needs as necessary.

Attend and participate in various meetings, workshops, and conferences.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices, and procedures.
Practices and procedures related to certificated personnel.
Principles, techniques, procedures, and terminology involved in the recruitment, screening, credentialing, processing, and compensation of personnel.
Applicable laws, codes, rules, regulations, policies, and procedures.
Operations, policies, and objectives relating to human resources activities.
State credential requirements and procedures.
Applicable Education Code sections.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Organizational operations, policies, and objectives.
Modern office procedures and record-keeping techniques.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.
Correct English usage, spelling, grammar, and punctuation.
Basic math, including calculations using fractions, percentages, and/or ratios.

ABILITY TO:

Perform a variety of specialized and complex duties in the recruitment, screening, credentialing, processing, assignment, and compensation of certificated personnel.
Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
Serve as technical resource regarding certificated personnel functions.
Prepare announcements for job openings and place advertisements.
Distribute, screen, and process employment applications and other personnel-related documents.
Review, analyze, and process a variety of documents and information to ensure certificated personnel hold valid and appropriate credentials.
Verify and evaluate transcripts, records, and applications to determine eligibility for credentials.
Assist with and ensure proper placement and assignments of certificated personnel.
Prepare and maintain manual and automated employee records and files.
Process new personnel and conduct employee orientations as assigned.
Compile and verify data and prepare reports.
Resolve personnel-related issues and concerns with discretion and confidentiality.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate standard office equipment, including a computer and assigned software.
Work effectively, both independently and as a member of a team.
Meet schedules and timelines.
Type or input data at an acceptable rate of speed with accuracy.
Complete work with many interruptions.
Adhere to safety practices.
Compose a variety of documents.
Consider a variety of factors when using equipment.
Read and process a variety of manuals and write documents following prescribed formats.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and supplemented by college-level course work in human resources or related field and three (3) years of human resources experience working with certificated human resources functions.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling, or crouching to file and retrieve materials.

Reaching overhead, above the shoulders, and horizontally.

Regularly lifting, carrying, and/or moving objects weighing up to 10 pounds and occasionally lifting, carrying, and/or moving up to 25 pounds.

Operate vehicle to travel independently on short notice to other District or community locations to conduct work.

HAZARDS:

Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved:

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025