

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: PERSONNEL SPECIALIST (CERTIFICATED)

BASIC FUNCTION:

Under the direction of Assistant Superintendent of Personnel Services, 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 assure 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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 District personnel, applicants and the public regarding personnel functions; respond to inquiries and provide technical information concerning position vacancies, credentials, compensation, benefits, salary schedules, assignments and related standards, time lines, requirements, laws, codes, regulations, policies and procedures.

Provide administrative support to the Assistant Superintendent and support to the Personnel Services functions; answer telephone calls, respond to inquiries and provide assistance to staff, and the public; schedule meetings, appointments, conferences and travel; prepare and submit performance agreements, requisitions and work orders as required.

Coordinate the application process to facilitate new hires as needed; prepare and distribute job vacancy announcements; place advertisements in various publications including newspapers, websites and on television; 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, CBEDS, 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 according to established time lines and requirements.

Analyze and review certificated assignments, applications and renewals to assure compliance with credential requirements; analyze credentials to determine and verify NCLB compliance and assure 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 and transcripts to assure proper salary schedule and placement; process salary adjustments; monitor employee status concerning salary increases; initiate personnel requisitions for step and column adjustments for payroll; assure proper modification of payroll information in response to increases.

Input and update a variety of employee and other information in an assigned computer system; maintain automated employee files and records; generate a variety of computerized lists and reports as requested; assure 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 calculator, copier, fax machine, typewriter, computer and assigned software.

Assure 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 and Governing Board Update; prepare District school year calendar and teacher work year calendars.

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

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

Attend and participate in various meetings, workshops and conferences.

OTHER DUTIES:

Perform related duties as assigned.

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.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.

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 assure certificated personnel hold valid and appropriate credentials.
Verify and evaluate transcripts, records and applications to determine eligibility for credentials.
Assist with and assure proper placement and assignments of certificated personnel.
Prepare and maintain manual and automated employee records and files.
Process new personnel and conduct employee and substitute 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 independently with little direction.
Meet schedules and time lines.
Type or input at an acceptable rate of speed.
Complete work with many interruptions.

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 years human resources experience working with certificated human resources functions..

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Ability to qualify and 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 lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

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