

**HUMAN RESOURCES**  
**Credential Analyst/  
Secretary**

**DEFINITION:**

Under the supervision of the Director of Certificated Human Resources, perform analytical and technical human resource work of a difficult and complex nature; research, compile and analyze data; conduct surveys and provide administrative support to the District's comprehensive human resources/labor relations program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist the Director of Certificated Human Resources, in the formulation of certificated salary information for the District's negotiation team; perform confidential complex data manipulation in spreadsheet format, and prepare a number of simulated certificated salary scenarios based on a variety of criteria; analyze and verify calculations on proposed certificated salary schedules and prepare reports to be used in negotiation sessions.
- Prepare contract proposal documents/MOUs and participate in the negotiations process by taking notes and organizing files and documents to assist the overall process.
- Assist in the employee/employer relations program, including association communication, and contract interpretation and implementation.
- Interpret human resources policies and procedures to ensure uniform and consistent application; provide advice and assistance in response to inquiries from within and outside the District; act as liaison between the Human Resources Department and other operating departments within the District; maintain human resources files and records; compile statistical and financial data for surveys and administrative reports.
- Assist during the staffing process by maintaining accurate projection figures, school specific data, coordinating reports, and collaborating/communicating with all schools regarding adjustments that materialize throughout the process.
- Assist in the hiring process for certificated staff to include posting of openings, conducting screening of applications, and assisting with interviews and onboarding paperwork.
- Oversee the credentialing process for certificated employees through assignment monitoring to ensure compliance with California and federal credentialing laws.
- Monitor credential requirements and process applications for new or renewal of credentials; maintain up-to-date and accurate information on the credential rules and regulations of the Commission on Teacher Credentialing; process employment documents and subsequent changes in employment status; conduct employee orientation; prepare staff and salary verifications; process and monitor teacher experience, unit credit and professional growth for salary advancement; monitor credential status; process leaves of absence with-and-without pay; monitor long term teacher absence and sick leave, prepare Family Care and Medical Leave letters; monitor teacher assignment/misassignment, probation and evaluation process.
- Organize and perform a variety of administrative duties in support of the day-to-day operations of the Human Resources Department.
- Maintain confidentiality on sensitive matters; maintain and set-up confidential and administrative files; maintain personnel records and transactions, including personnel evaluations, payroll and attendance.
- Perform other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

Methods of organizational management; research and statistics techniques; working knowledge of one or more of the major personnel functions; correct English grammar, spelling and punctuation; modern office methods, procedures, practices and office automation, including computer operations/word processing.

Ability to:

Apply principles, concepts and work processes, laws, rules and reference materials pertinent to the operations of a personnel office; gather and analyze data; calculate, interpret, and apply complex and technical salary manipulations with speed and accuracy; independently do a variety of technical personnel reports; apply rules and regulations to specific cases; reason logically and draw valid conclusions; clearly communicate ideas and recommendations; understand personnel rules and regulations governing public employment; develop new operational procedures and related processes; establish and maintain cooperative working relationships; type at a corrected speed of 45 words per minute.

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

Graduation from high school.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: September 5, 2000, effective July 1, 2000

Revised: October 8, 2002

Revised: November 28, 2022

Board Approved: December 12, 2022