



HEMET UNIFIED SCHOOL DISTRICT

1791 W. Acacia Ave., – Hemet, CA 92545-3637 - (951) 765-5100

HUMAN RESOURCES COORDINATOR – CREDENTIAL ANALYST

DEFINITION:

Under the direction of the Assistant Superintendent, Human Resources or designee, assumes responsibility in areas within the Human Resources Department, manages the flow of communications, office activities, and technical processes for the office, and is responsible for a variety of specialized, administrative and policy-related procedures. Major responsibilities include administering phases of personnel procedure and policy for both certificated and classified personnel as assigned. This is a designated classified supervisory position designed to assist the Assistant Superintendent, Human Resources, by supervising the work of designated employees within the department and providing the administrative support necessary for the Human Resources division to meet its goals and objectives.

PERFORMANCE RESPONSIBILITIES:

- Manages the office of Human Resources under the direction of the Assistant Superintendent of Human Resources or designee.
- Coordinates the workload of credential technicians.
- Acts as a resource to provide information and clarification to district personnel staff, credential applicants and other interested parties concerning the California Education Code and Title V requirements, laws and regulations and the California Commission on Teaching Credentialing regulations pertaining to certification.
- Meets regularly with credential technicians monitoring progress in their assigned areas.
- Receives, reviews and analyzes credentials, authorizations, certificates and waivers to determine service eligibility.
- Reviews assignments for federal and state compliance.
- Processes new certificated, and other employees requiring credentials, authorizations and/or certificates; prepares new certificated personnel folders and updates certificated credential information.
- Monitors and maintains records of credentials, authorizations and waivers held by all certificated employees within the District.
- Coordinates the creation and maintenance of Hemet Unified School Districts updated credential reporting to district, county and state.
- Assists applicants and employees with information regarding credential requirements and authorizations, including activity supervisor clearance certificate.
- Ascertains, inputs and maintains credential information on certificated employees via automated record systems.
- Receives, reviews, analyzes university transcripts to determine credential eligibility and service assignments.
- Supports the District's teacher induction program with technical assistance.
- Supervise, evaluate, and train assigned staff.
- Identifies and resolves District employee credential problems.
- Interprets laws, rules and regulations concerning changes in certification requirements.

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- Processes credential, authorization, certificate and waiver applications along with necessary supporting documents.
- Attends workshops and maintains current information concerning legislation related to California credentials.
- Compile and maintains staffing information on District certificated staff; conduct periodic audits to assure compliance of subjects taught with appropriate teaching certificate; distribute, receive, and review related forms.
- Prepares annual reports and organize data from database, web based materials and update credential forms.
- Evaluates credentials to determine District-required qualifications for contract employment; notify employees of credential status and provide information regarding procedures of renewal.
- Assists in research and implementing legal mandates.
- Coordinates and maintains staffing information; conduct annual audit of salary range placement by maintaining longevity and increment files; determine increments for employees according to established procedures (anniversary increments); determine and report extra-duty stipends and other employee compensation based on special assignments.
- Conducts special studies and surveys on personnel-related matters and prepare written reports.
- Communicates with teachers, administrators, principals, applicants, unions, and others to interpret, explain, and apply District policies, contracts, State Education Code, laws and regulations set by the Commission on Teacher Credentialing, and guidelines established by the County Office of Education and the State Department of Education.
- Researches, investigates and communicates on issues regarding classified staff concerns and union issues.
- Oversees and directs appropriate HR staff to compile and maintain staffing information on classified staff.
- Interprets Board Policies and Contract Agreements as necessary.
- Act as a liaison between the District and Riverside County Office of Education
- Coordinate District certificated and classified substitute protocols, assignment and evaluation
- Coordinate and manage position control and act as a liaison between Payroll and Human Resources
- Performs related duties as assigned.

ABILITY TO:

- Interpret and apply District certificated and classified personnel policies, rules and practices.
- Efficiently process a high volume of documents, information and materials.
- Effectively communicate in oral and written form.
- Maintain certificated and classified personnel records and files.
- Interpret and apply California State credential and waiver regulations.
- Establish and maintain cooperative working relationships.
- Maintain and update the student information system and/or personnel systems for credential information for the purpose of credential reporting

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- Receive and compile materials related to new employees, leaves of absence, and determinations for Board of Education meetings.
- Provide information, assistance and training to employees, supervisors and administrators.
- Communicate and interpret California state credential and waiver regulations to others.
- Interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures.
- Accept supervision and constructive criticism and appear for work on time.

MINIMUM QUALIFICATIONS:

Five (5) years of paid experience performing personnel (HR) functions in an educational institution, which has included credentialing services for certificated employees. Associate of Arts degree or higher in business administration, personnel, public administration, management or related field preferred.

REQUIRED LICENSES AND/OR CERTIFICATES:

If required to operate a vehicle in the performance of duties, operator must possess a valid and appropriate California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read various materials.

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.

EMPLOYMENT STATUS:

Classified Management Position

Row 31 Classified Management Salary Schedule

February 2018