

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

HUMAN RESOURCES TECHNICIAN/CREDENTIAL ANALYST

GENERAL DESCRIPTION:

Under the supervision and direction of the Director of Human Resources and Human Resources Coordinator II, the Human Resources Technician/Credential Analyst is responsible for the highly specialized, technical clerical office duties related to employment of certificated and classified staff.

DUTIES AND RESPONSIBILITIES:

The Human Resources Technician/Credential Analyst performs any combination of the following duties:

- Performs initial screening of applications for certificated and classified vacancies.
- Drafts correspondence to candidates.
- Performs employment verification and reference checks as appropriate.
- Prepares and distributes recruitment advertisements. Assists with recruitment fairs.
- Processes all new hires and verifies all documentation for certificated employees.
- Provides new hires with comprehensive information on District policies, procedures and refers them to Risk Management for employee benefits. Enters all information into District Database; types Personnel Actions Notices (PAN); maintains communication between all departments and sites involved in the hiring process.
- Processes certificated substitutes. Monitors substitute management system (AESOP) daily to ensure proper substitute placement. Monitors certificated absences to insure 75% of school year requirements.
- Assists in planning and making preparation for certificated substitute orientation.
- Provides information for fingerprinting; sets up appointments for employees; monitors and distributes Livescan reports and Subsequent Arrest Notifications (SAN) to appropriate personnel.
- Corresponds with Riverside County Office of Education (RCOE) on new hires.
- Notifies certificated staff members of credential status and assists with applications for new or renewal of credentials. Assists with clearing credentials.
- Corresponds with RCOE District Fiscal Services for payroll approval and retirement benefits. Verifies CalSTRS enrollment for new certificated employees.
- Communicates with Unemployment Insurance liaison for Employment Development Department on employee unemployment claims.
- Maintains personnel files in a secure manner.
- Compiles and submits annual reports to Riverside County Office of Education (RCOE).
- Prepares Human Resources reports for Board agendas.
- Assists with preparation of documents for negotiations.
- Takes minutes and provides conference summaries during the investigative and disciplinary processes.
- Maintains certificated employee data bases; updates information regarding credentials, NCLB requirements, TB, etc.
- Assists in analyzing credentials and transcripts for initial credential applications and/or when employees request a change in column for upper division units through a letter of intent.
- Prepares Offers of Employment for certificated staff and Notices of Employment for classified staff, verifying accurate placement on the salary schedule; distributes Notices of Reasonable Assurances to specified employees.
- Works with Universities regarding University Agreements for student teaching.

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- Processes all personnel changes and notifies appropriate departments.
- Maintains absolute confidentiality.
- Assists in preparation of Collective Bargaining Agreements.
- Performs other duties as assigned.

Knowledge/Ability:

- Possesses knowledge of School District policy and procedures related to personnel.
- Knowledgeable of credential laws and procedures for credential applications.
- Ability to keep complex and accurate personnel files.
- Ability to follow oral and written instructions.
- Able to maintain effective relationships with other staff members, employees and the general public.
- Ability to exercise excellent communication/interpersonal skills using tact, patience and courtesy.
- Ability to type 70-80 words per minute.
- Ability to interface with computer applications and other forms of technology.
- Ability to communicate and write effectively utilizing correct grammar and English.
- Has ability to meet schedules and timelines.
- Has ability to prioritize and organize work.
- Ability to understand and work within the scope of authority.
- Is able to work confidentially and with discretion.

Physical Abilities:

- Visual ability to read handwritten or typed documents, and display screens of various office equipment and machines. Extended viewing of computer monitor.
- Able to conduct verbal conversation, write, and read in English.
- Hearing and speaking to exchange information in person and on the telephone.
- Able to sit, stand, stoop, kneel, bend, and walk.
- Sitting and/or standing for extended periods of time
- Able to climb slopes, stairs, steps, step stools and ramps.
- Able to lift and/or carry up to 25 pounds.
- Able to operate office machines and equipment in a safe and effective manner.

JOB QUALIFICATIONS

Education:

Equivalent to graduation from high school, preferably including or supplemented by courses in personnel or human resources, a minimum of three (3) years experience in related field may be substituted for course work.

Experience

Three (3) years of progressively more responsible experience in a secretarial and/or other technical/clerical type of position, at least two (2) years of which has been in the field of personnel or public relations. Public school district experience is preferred.

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Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Confidential

SALARY/WORK YEAR:

- 12 months (245 days)
- Confidential Salary Schedule #202 – Row 2

2	4,249.000	4,459.000	4,680.000	4,910.000	5,154.000	5,282.000	5,412.000	5,546.000
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