



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 56-2022/23
 DOCUMENT NO. 37-2022/23
 DATED 02/15/2023

<u>SENIOR HUMAN RESOURCE SPECIALIST - CREDENTIALS</u>	
DEPARTMENT/SITE: Human Resources REPORTS TO: Human Resource Manager	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 40 per 2020/2021 Schedule WORK YEAR: 12 Months (261 Days) FLSA: Non-Exempt

PURPOSE STATEMENT:
 Under the general direction of the Human Resource Manager, the Senior Human Resource Specialist Credentials performs a variety of advanced technical and professional work in support of the Human Resources Department and the Certificated Credentialing Program. Incumbents in this classification ensure certificated position assignments are compliant with the appropriate credential in accordance with the California Commission on Teacher Credentialing. This position ensures valid teaching credentials and appropriate position assignments are compliant. The incumbents in this classification provide the school community with complex and varied technical functions in support of the Human Resources Department, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS
 Positions in this class are at the top level of the Human Resource Specialist/Technician series. The Senior Human Resource Specialist – Credentials provides advanced technical and professional support in the Human Resources Department, including managing the Credentialing Program. This provides leadership to the Human Resource Specialist class, and differs from the Human Resource Technician classes, which provide more general and routine office and clerical/technical support. It is the highest-level class in the Human Resources Department.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:
The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of 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.

- Audits and evaluates teacher master schedules to ensure accurate teaching assignments as related to credential holder; recommends and prepares Board resolutions, committee on assignments, waivers, limited assignments, supplementary authorizations, English Language (EL) authorizations, university internships, provisional internships, short term staff permits and other essential documentation as necessary for the teaching assignment.
- Attends job fairs for the purpose of recruiting qualified credentialed candidates.
- Completes, processes, and submits credential applications, documents, and fees to Madera County Superintendent of Schools; ensures valid teaching credentials are registered with the County and that appropriate position assignments are compliant and in accordance with the California Commission on Teacher Credentialing (CTC), and California Codes.
- Composes and provides credential expiration notices to certificated staff and substitutes to ensure timely renewal of credentials.
- Consults and communicates with various agencies such as Madera County Office of Education, California

MUSD BOARD APPROVED:
February 28, 2023
MOTION NO. 102-2022/23
DOCUMENT NO. 329-2022/23

Department of Education, Commission on Teacher Credentialing (CTC), local colleges, and universities, District Administrators, department site personnel, and teacher candidates regarding current trends and credentialing requirements.

- Evaluates, monitors, and maintains valid credential status of all certificated staff in core subject, and Employees. The elective areas; provides direction and action plans for those needing additional support.
- Operates electronic Live Scan fingerprint system, as needed; verifies applicant information, and enters information into Live Scan system; captures applicant fingerprint impressions on Live Scan machine; submits images to the Department of Justice; receives fingerprint check results.
- Provides accurate credential data for Federal State, Local, and private agencies including California Basic Educational Data System (CBEDS), Student Accountability Report Card (SARC), Categorical Program Monitoring (CPM), Williams Act reporting.
- Provides training to HR staff for appropriate and consistent data entry methods for the credentialing processes.
- Researches, applies, and interprets the most current Education Codes and California Commission on Teacher Credentialing (CTC) legislation governing personnel credentialing, induction, and assignment monitoring.
- Serves as a subject matter leader and provides information to HR Specialist, administrators, certificated employees and others on the most current trends governing various credentialing requirements.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Commission on Teacher Credentialing (CTC) rules and regulations
- Applicable sections of the California Education Code, federal, state and local laws, rules, and regulations
- Accessing databases, extracting, and verifying personnel information; entering data into multiple database systems
- Practices and procedures related to classified and certificated personnel
- Modern office practices, procedures and equipment including computers, applicable software programs and online platforms
- Research methods, data analysis techniques, record-keeping and report preparation techniques
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications including virtual meeting platforms
- Safety policies and safe work practices applicable to the assignments
- Basic math, including calculations using fractions, percentages and/or ratios
- Business telephone techniques and etiquette

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Read, interpret, apply and explain current rules, regulations, policies and procedures pertaining to the specialized areas of the position
- Maintain records and prepare various reports for local and State reporting requirements
- Collaborate with outside agencies such as County Offices of Education; California Commission on Teacher Credentialing and insurance carriers
- Represent the District and department effectively with other departments, applicants and interview panels
- Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from instructions

- Track and report statistical information utilizing spreadsheets and databases
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Maintain confidentiality of personnel files
- Communicate with staff and the public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Understand and follow written and oral instructions
- Operate standard office equipment utilizing pertinent software applications
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job’s functions. There is a continual opportunity to affect the organization’s services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

Associate’s Degree in Human Resources, Business Administration or a closely related field from an accredited college or university; OR two (02) years of college-level coursework in Human Resources or related field from an accredited college or university. Bachelor of Arts/Bachelor of Science preferred, in Human Resources, Business Administration or a closely related field.

EXPERIENCE REQUIRED:

Five (5) years of progressive experience in human resources functions, including analysis of credentials for professionals, preferably teachers **OR** an equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

LICENSE(S) REQUIRED:

- Valid, current California Driver’s License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties and tasks.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District’s provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or

pulling

- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen