

Madera Unified School District Classified Job Description

Human Resource Specialist - Lead

Purpose Statement

Under the supervision of the Human Resources Manager, the purpose of this position is to perform a variety of advanced technical and professional work in support of the Human Resources Department, e.g., Credentialing Program and Health and Welfare Program. Employees in this classification participates in planning, coordinating, organizing, development, auditing and maintenance in the above-mentioned specialized areas. This includes coordination, audits and maintenance of valid teaching credentials and ensures certificated position assignments are compliant with the appropriate credential in accordance with the California Commission on Teacher Credentialing, as well as State and local reporting requirements.

The position ensures coordination, oversight and maintenance of the district's health benefits annual open enrollment, employee self-enrollment process, contribution reimbursements, plan changes, health benefits billing reconciliation for all Certificated, Classified, Management, Retirees and Temporary Employees.

This job reports to the Human Resources Manager.

Essential Functions

- Evaluates audits, analyzes, monitors, notifies and maintains valid credential status of all certificated staff in core subjects and electives and provides direction and action plans for those needing additional support.
- 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.
- Researches, applies and interprets the most current Education Codes, and upcoming (CTC) California Commission on Teaching legislation governing personnel and credentialing, induction and assignment monitoring.
- Complete, process and submit credential applications, documents and fees to Madera County Office of Education; ensures valid teaching credentials are registered with the County and appropriate position assignments are compliant, in accordance by the (CTC) California Commission on Teacher Credentialing and California Codes.
- 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, (EL) English Language authorizations, university internships, provisional internships, short term staff permits or other essential documentation as necessary for the teaching assignment.
- Consults and communicates with various agencies such as Madera County Office of Education, California Department of Education(CTC), Commission on Teacher Credentialing, local colleges,

universities, District Administrators, and departments site personnel and teacher candidates regarding current trends and credentialing requirements.

- Provides accurate credential data for Federal, State, Local and private agencies including California Board of Education School Statistics (CBEDS), Student Accountability Report Card (SARC), Categorical Program Monitoring (CPM), Williams Act reporting.
- Composes and provides frequent credential expiration notices in advance to certificated staff to ensure timely renewal of credentials.
- Subject matter leader regarding health benefits information provides information on various medical, dental and vision plans to HR Specialist, certificated, classified, management, retirees and temporary employees' district staff, and board members.
- Audits and processes on-line health benefits enrollment applications for new hires; terminates health benefits for separations of employment; orientates and provides support to employees regarding the effective use of the district health plan.
- Coordinates annual open enrollment activities for district employees; update changes to employee benefits information on the HR personnel benefits system; coordinate plan changes to payroll for appropriate rate deductions.
- Maintains current health benefits information and materials for various plans on the District Human Resources webpage.
- Composes and submits various correspondence letters to employees regarding benefit terminations, COBRA information, late payments or reimbursements.
- Maintains open communications and correspondences with insurance carriers and plan administrators; coordinate benefits informational meetings with insurance carriers.
- Maintain current and efficient records on the districts benefits system and report any issues to the appropriate designated IT personnel.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the department.

Job Requirements:

Skills, Knowledge and Abilities

Skills:

Perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Operate standard office equipment; use pertinent software applications. Microsoft Office suite proficient.

Knowledge of: Provisions of employee health benefit plans and credentialing services; Education Code, Commission on Teacher Credentialing regulations, district personnel policies, rules and regulations; accessing databases, extracting and verifying personnel information; entering data into multiple database systems; Practices and procedures related to classified or certificated personnel; Personnel office functions, practices and procedures. Applicable laws, codes, regulations, policies and procedures; and data entry operations; policies and objectives of assigned programs and activities; modern office practices, procedures and equipment; record-keeping and report preparation techniques; correct English usage, grammar, spelling, punctuation and vocabulary; operation of a computer and assigned software; oral and written communication skills; interpersonal skills using tact, patience and courtesy; technical aspects of field of speciality; mathematic computations.

Ability to: Read, interpret, apply and explain current rules, regulations, policies and procedures pertaining to the specialized areas in the position; communicate, understand and follow both oral and written directions effectively; maintain records and prepares various reports for local and state reporting requirements; communicate with outside agencies such as County Offices of Education; California Commission on Teacher Credentialing; insurance carriers; establish and maintain cooperative and effective working relationships with a diverse range of people; plan and prioritize to meet schedules and timelines; work confidentially; complete work with frequent interruptions; communicate using patience and courtesy in a manner that reflects positively on the organization; participates in meeting district and department goals and objectives; maintain a variety of manual and automated personnel files, records, and reports; learn office organization, operations, policies and objectives; interpret, apply and explain laws codes, rules, regulations, policies and procedures; present a positive image of the Madera Unified School District.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situation; working under stressful situations; hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to read a variety of materials; sitting or standing for extended periods of time; occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

Minimum Qualifications

Experience: Five years of increasingly responsible human resources experience, which requires work experience in the following areas; credentials for certificated personnel, administration of health and welfare benefits.

OR

Three years of increasingly responsible Human Resources experience and an AA Degree in Human Resources or related field.

Education: Two years of college level course work in Human Resources or related field from an accredited college or university.

Bachelor of Arts/Bachelor of Science preferred.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Clearances

DOJ/FBI Background Clearance

TB Clearance

Physical Demands (A)

FLSA Status

Non-Exempt

Salary Range

Classified Salary Schedule – Range 40