



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

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| TITLE: | Human Resources Specialist – Confidential | REPORTS TO: | As assigned |
| DEPARTMENT/SCHOOL: | Human Resources Department | CLASSIFICATION: | Non-Administrative Classified Technical |
| FAIR LABOR STANDARDS ACT CLASSIFICATION: | Non-Exempt | WORK YEAR: HOURS: | 12 months/Calendar 2000 8 hours per day or duty days/hours as assigned |
| APPROVED: Commission Board | 11/17/14 and 11/18/14 01/28/15 | SALARY GRADE: | Schedule: 55 Range: 53 |

BASIC FUNCTION:

Perform a variety of specialized duties in the monitoring of certificated assignments and renewals to assure compliance with credential requirements; oversee the processing of applications and other documents to assure certificated personnel hold valid and proper credentials; serve as a technical resource to personnel; maintain confidentiality of sensitive and privileged information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of specialized duties in the monitoring of certificated assignments and renewals to assure compliance with credential requirements; assure credentialing activities comply with established guidelines, policies, regulations and procedures
- Oversee the processing of applications and other documents to assure certificated personnel hold valid and proper credentials; review, verify and evaluate transcripts, records and applications to determine eligibility for credentials
- Assure teachers and other certificated employees have proper credentials; monitor expiration date of credentials and assure employees meet current requirements for renewal; notify certificated staff of credential expiration dates and maintain current information on credential requirements
- Provide consultation and technical expertise to personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures; respond to inquiries and provide information; advise out-of-state applicants regarding credentialing
- Monitor and review classroom assignments to assure credentials match assignment requirements; report discrepancies and compliance issues to appropriate agency or personnel
- Prepare documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters
- Compile information and prepare and maintain a variety of records and reports related to credential information, compliance issues and assigned activities; submit mandated reports to appropriate

agency or personnel according to established time lines; compose related correspondence, letters, memos, forms and other documents as needed; prepare documents for Board approval

- Participate in the recruitment, screening and processing of new certificated personnel according to established procedures; place advertisements in appropriate media; collect and process various employment forms and applications; schedule appointments; prepare new contracts; forward new employee information to payroll and other departments
- Input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; assure accuracy of input and output data
- Maintain contact with outside organizations to assure personnel are current regarding credential requirements, rules and regulations; request data, reports and other information as needed
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software
- Communicate with personnel, school districts, colleges, universities, governmental agencies and various outside organizations to exchange information, coordinate activities and resolve issues or concerns

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current laws, codes, regulations and rules related to credentialing
California credential requirements and procedures
Practices and procedures related to certificated personnel
Operations, policies and objectives relating to personnel activities
Organizational operations, policies and objectives
Oral and written communication skills
Technical aspects of field of specialty
Modern office practices, procedures and equipment
Interpersonal skills using tact, patience and courtesy
Correct English usage, grammar, spelling, punctuation and vocabulary
Record-keeping and report preparation techniques
Operation of a computer and assigned software

ABILITY TO:

Perform a variety of complex technical duties in the monitoring of certificated assignments and renewals to assure compliance with credential requirements
Oversee the processing of applications and other documents to assure certificated personnel hold valid and proper credentials
Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures
Provide consultation to personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures
Maintain current knowledge of laws, rules and regulations governing credentials
Verify and evaluate transcripts, records and applications to determine eligibility for credentials

- Compile and verify data and prepare reports
- Maintain various records
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Operate a variety of office equipment including a computer and assigned software
- Meet schedules and time lines
- Plan and organize work
- Work independently with little direction
- Work confidentially with discretion

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in human resources or related field and four years of experience in a human resources office including some credential-related experience

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Constant interruptions
- Interactions with dissatisfied, hostile and irate individuals

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information
- Sitting or standing for extended periods of time
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials