

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: PERSONNEL SPECIALIST (CERTIFICATED)

BASIC FUNCTION:

Under the direction of Assistant Superintendent of Personnel Services, perform a variety of complex technical and specialized personnel functions related to the recruitment, credentialing, processing, assignment and compensation of certificated personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex technical and specialized personnel functions related to the recruitment, credentialing, processing, assignment and compensation of certificated personnel;

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Prepare and maintain a variety of records and reports related to certificated personnel, status, CBEDS, credentials, renewals, evaluations, and assigned duties; maintain and update master staffing and seniority lists; audit records for accuracy and completeness; make changes as needed; process mandated County, State and federal reports according to established time lines and requirements.

Analyze and review certificated assignments, applications and renewals to assure compliance with credential requirements; analyze credentials to determine and verify NCLB compliance and assure employee credentials are aligned with classification requirements; notify employees of expiration

KNOWLEDGE OF:

Human resources office functions, practices and procedures.
Practices and procedures related to certificated personnel.
Principles, techniques, procedures and terminology involved in the recruitment, screening, credentialing, processing and compensation of personnel.
Applicable laws, codes, rules, regulations, policies and procedures.
Operations, policies and objectives relating to human resources activities.
State credential requirements and procedures.
Applicable Education Code sections.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Organizational operations, policies and objectives.
Modern office procedures and record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.

ABILITY TO:

Perform a variety of specialized and complex duties in the recruitment, screening, credentialing, processing, assignment and compensation of certificated personnel.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Serve as technical resource regarding certificated personnel functions.
Prepare announcements for job openings and place advertisements.
Distribute, screen and process employment applications and other personnel-related documents.
Review, analyze and process a variety of documents and information to assure certificated personnel hold valid and appropriate credentials.
Verify and evaluate transcripts, records and applications to determine eligibility for credentials.
Assist with and assure proper placement and assignments of certificated personnel.
Prepare and maintain manual and automated employee records and files.
Process new personnel and conduct employee and substitute orientations as assigned.
Compile and verify data and prepare reports.
Resolve personnel-related issues and concerns with discretion and confidentiality.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate standard office equipment including a computer and assigned software.
Work independently with little direction.
Meet schedules and time lines.
Type or input at an acceptable rate of speed.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and supplemented by college-level course work in human resources or related field and three years human resources experience working with certificated human resources functions..

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Ability to qualify and maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

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.

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