



CLASSIFIED
Job Class Description
 4270.54

Alpine Union School District

Equal Employment Opportunity

HUMAN RESOURCES/CREDENTIAL ANALYST

DIVISION: Classified

SALARY SCHEDULE: CLASSIFIED
LEVEL: Salary Range 29

REPORTS TO: Assistant Superintendent of Human Resources and Student Services

DATES CURRENT JOB DESCRIPTION APPROVED:
 Board of Trustees effective.....04/16/2021

PURPOSE:

Under the direction of the Assistant Superintendent of Human Resources and Student Services, performs a variety of specialized duties in support of assigned Human Resources and Payroll/Benefits functions; serves as the customer service ambassador who is innovative, organized, multitask oriented, and is an outside the box thinker; serves as a technical resource to employees and applicants regarding personnel functions, activities, and requirements; responds to inquiries, resolves issues and conflicts, and provides technical and detailed information concerning related laws, codes, rules, regulations, and policies and procedures; monitors employee absences due to occupational or non-occupational injuries, illnesses, and other leaves; completes all annual audits including assignment monitoring; serves as the benefits coordinator, EDJOIN District administrator, provides specialized technical assistance for Human Resources and Payroll/Benefits with the Business Services Department, performs Peoplesoft functions for HR/Payroll/Benefits including but not limited to monthly/yearly processes, coordinating interviews, orientation of new employees, maintain website information related to personnel and including inputting data and retrieval of a variety of reports from the employee management system; and other personnel related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Performs a variety of specialized duties in support of assigned Human Resources functions; services as a technical resource to employees and applicants regarding personnel functions, activities, and requirements; responds to inquiries, resolves issues and conflicts, and provides

technical and detailed information concerning related laws, codes, rules, regulations, and policies and procedures.

- Serves as the credential analyst for the district and is responsible for submission and certification of all data related to credentials and the assignment monitoring audit.
- Provides technical assistance with the year-end human resources functions with regard to employee data rollover.
- Monitor, audit, validate, and ensure accuracy on all employee data and records to certify accurate information is entered into all District system.
- Performs Peoplesoft functions for HR/Payroll/Benefits including but not limited to monthly/yearly processes, coordinating interviews, orientation of new employees, maintain website information related to personnel and including inputting data and retrieval of a variety of reports from the employee management system, and other personnel related functions.
- Prepare and maintain a variety of records, reports, and files related to recruitment, advertisements, and assigned activities, design and prepare handbooks, brochures, bulletins and announcements; develop, organize, and maintain employment packets for new hires and employee records.
- Input a variety of employee information into an assigned computer system; maintain employee files and records; generate a variety of computerized lists and reports as requested; assure accuracy of input and output data and information.
- Assimilate data, generate and retrieve a variety of reports, letters, and documents from the employee attendance management system and all other District systems.
- Set up equipment for meetings and presentations as requested.
- Monitors employee absences due to occupational or non-occupational injuries, illnesses, and other leaves.
- Completes the required data for a variety of reports, audits, grants and timelines.
- Serves as the benefits coordinator.
- Serves as the EDJOIN District administrator.
- Provides specialized technical assistance for Human Resources and Payroll/Benefits with the Business Services Department.
- Communicate with administrators, county office of education, outside agencies, and others to exchange information and resolve issues or concerns with discretion and confidentiality; referring more difficult or sensitive issues to supervisor as needed.
- Establish and maintain a variety of personnel files and records according to established policies and procedures; processes and update records and files related to assigned activities.
- Assist in the development, implementation and evaluation of human resources policies, standards, and procedures to enhance department efficiency; develop forms and documents to meet departmental needs; research a variety of personnel information and requirements as needed.
- Participate in interview panels and prescreening applications to determine eligibility of candidates.
- Operate a variety of office equipment and software and be able to manipulate data on all operating systems.
- Attend and participate in various meetings as assigned; maintain current knowledge of laws and rules and regulations related to assigned personnel functions.
- Participates in various special projects, activities, and events as assigned.
- Train and provide work direction to assigned staff.
- Perform other duties as assigned.

QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

KNOWLEDGE OF:

- Human resources office terminology, functions, practices, procedures. Practices and procedures related to certificated, classified and management personnel.
- Principles, techniques, procedures, and terminology involved in assigned activities. Payroll and Benefit terminology, laws, processing and related procedures, applicable laws, codes, rules, regulations, policies, and procedures.
- Operations, policies, and objectives relating to human resources activities.
- Record-keeping, report preparation techniques, and organization of employee records and retention of records.
- Credentials, Waivers, Local Assignments, and CAL-SASS.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Understanding of organizational operations, policies and objectives.
- Understanding and usage of Peoplesoft and HCM and operation of computer and assigned software, Microsoft Office software, and skilled in EXCEL and manipulating data across multiple platforms.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience, and courtesy.
- Summary plan descriptions, vendor contracts, and related forms as well as benefits/vendor fairs.
- Accounting practices, procedures, and terminology.
- Skilled in the understanding and execution of collective bargaining agreements, board policies and procedures, and how they influence day to day operations and the impact on employees.
- Policies and objectives of assigned programs and activities. Supervision and evaluation of policies and procedures.

ABILITY TO:

- Perform a variety of specialized duties in support of assigned Human Resources, Payroll, and Benefits functions.
- Serve a technical resource to employees requiring extensive knowledge of personnel functions, activities, laws, codes, rules, regulations, policies, and procedures.
- Assure stability and consistency within the department.
- Establish and maintain all personnel records and files (hard and electronic forms).
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures. Compile and verify data and prepare reports.
- Design and prepare brochures, bulletins, announcements, EDJOIN and other job platforms, and other materials.
- Resolve personnel-related issues and concerns with discretion and confidentiality.
- Maintain current knowledge of laws, rules, regulations related to assigned activities including credential requirements, substitute permits, waivers, local assignments, etc.
- Communicate proficiently and effective 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 and applications.
- Work independently with little direction.
- Meet schedule, deadlines, timelines and prioritize the work.
- Complete work with many distractions.

EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:

Training and Experience:

Any combination equivalent to: two years of college level course work in human resources or related field and 5 (five) years of increasing human resources, payroll, and benefits experience.

Other Qualifications:

Valid California Driver's License
DOJ/FBI Fingerprint Clearance

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodation.)

Office environment

Constant interruptions and high volume of calls

Indoor and outdoor work environment.

Driving between sites.

Physical Abilities:

Bending at the waist, kneeling, or crouching to file and retrieve materials.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read, prepare, and review a variety of materials.

Sitting or standing for extended periods of time.

Walking extended lengths to move around campus.