

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### HUMAN RESOURCES SPECIALIST-CREDENTIALS

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#### **DEFINITION:**

Under the directions of the Deputy Superintendent, Chief Human Resources Official, perform a variety of technical duties in the review and processing of applications and other documents to ensure certificated personnel hold valid and proper credentials; serve as a technical resource to personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of technical duties in the review and processing of applications and other documents to ensure certificated personnel hold valid and proper credentials; verify and evaluate transcripts, records and applications to determine eligibility for credentials.
- Serve as a technical resource to personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures; respond to inquiries and provide information; distribute application materials and related information as requested.
- Ensure credentials match assignment requirements; assist staff with obtaining credentials; notify individuals of required course work to obtain or clear credential and provide related materials; monitor credentials for expiration; notify employees of expiration status and renewal requirements; record renewal of credentials in tracking database; collect fees for assisting and processing applications from outside agencies.
- Advertise vacant certificated positions on applicable websites; review applicants and refer qualified applicants to school site Principals for hiring decision; conduct new hire orientations and onboarding procedures for certificated staff; prepare new hire packets, offers of employment, personnel action forms and management salary recommendations.
- Input credential and a variety of other information into an assigned computer system; maintain automated employee records; generate a variety of computerized lists and reports as requested; ensure accuracy of input and output data.
- Initiate and receive phone calls to clarify credential requirements and procedures; prepare and disseminate related correspondence, forms, announcements and other materials as needed; schedule appointments for application processing.
- Operate a variety of standard office equipment including a computer and assigned software.
- Prepare and maintain a variety of records and reports related to credential information, applications, personnel, exams and assigned activities; establish and maintain filing systems.
- Communicate with personnel and a variety of outside agencies to exchange information and resolve issues or concerns.
- Assist with processing renewal applications, temporary certificates and clearances for general credentials and permits; assist with processing emergency substitute credentials as requested.
- Attend and participate in a variety of workshops and conferences related to credential procedures and requirements as assigned.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### **Education and Experience:**

- Any combination equivalent to: graduation from high school and three years accounting, bookkeeping, clerical, secretarial experience performing complex work tasks.

Licenses and other Requirements:

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

**DESIRABLE QUALIFICATIONS:**

- Two years college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

Knowledge of:

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

Ability to:

- Perform a variety of technical duties in the review and processing of applications and other documents to ensure certificated personnel hold valid and proper credentials.
- Serve as a technical resource to personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Assist staff with obtaining credentials.
- Learn organizational operations, policies and objectives.
- Verify and evaluate transcripts, records and applications to determine eligibility for credentials.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Determine appropriate action within clearly defined guidelines.
- Type and input data at an acceptable rate of speed.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Complete work with many interruptions.

**WORKING CONDITIONS:**

Work Environment:

- Indoor office environment.
- Constant Interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Unit Approved: 11/13/06**

**Board Approved: 11/27/06**

**FLSA Status: Non Exempt**