

TITLE: CERTIFICATED ANALYST

JOB GOAL: Under the direction of the Executive Director of Human Resources the Certificated Analyst is responsible for the organization and maintenance of certificated personnel credentials, record management, employee onboarding and assisting Human Resource administrators in the recruitment, hiring, tracking and verification of credentials for certificated personnel by performing complex confidential and technical work.

DISTINGUISHING CHARACTERISTICS: Cooperatively performs and oversees confidential technical duties requiring independent judgment, initiative, and legal accuracy required for the employment and tracking of personnel.

QUALIFICATIONS:

Knowledge of:

1. Correct English usage, spelling, grammar, punctuation, composition, and math;
2. Laws, education code sections, and District policies, and sections of the Labor Code and Government Code pertaining to personnel management;
3. Methods used in compiling complex statistical reports;
4. Modern office methods, procedures, and equipment;
5. Principles and practices of public personnel administration, maintenance and administration of personnel records;
6. All aspects of certificated employment credential requirements;
7. Proficient with spreadsheets, word processing, and database programs, and RCOE personnel/payroll systems.

Ability to:

1. Understand collective bargaining and employee contracts.
2. Perform responsible, technical duties requiring independent judgment, initiative, and procedural accuracy.
3. Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
4. Audit and tabulate, balance, reconcile and extend data.
5. Be a productive and active team member.
6. Establish and maintain a variety of complex record-keeping systems and to prepare a variety of statistical reports related to assigned areas of responsibility.
7. Follows designated safety regulations associated with this position.
8. Follows district policies and procedures.
9. Inform applicants and employees regarding district employment and policies.
10. Learn and efficiently operate new software programs related to assignment.
11. Make arithmetical calculations with accuracy and speed.
12. Perceive established departmental goals and objectives and work to ensure their fulfillment.
13. Perform a variety of specialized, complex clerical and technical duties concerning employment of personnel involving use of independent judgment, with accuracy and speed.
14. Perform duties as assigned with frequent interruptions.
15. Prioritize and coordinate workflow and timeliness for self and others.

Ability to: (continued)

16. Proficiently operate a variety of office equipment such as calculator, transcription machine, copy machine, computer terminal, printer, etc. with speed and accuracy.
17. Read, understand, and explain technical policies and materials.
18. Type accurately at a rate of forty (40) words per minute.
19. Understand and apply complex rules, regulations, and policies.
20. Work successfully with diverse groups of people.

Training and Experience:

Education:

1. High School Diploma or Equivalent Required.
2. Bachelor's degree from an accredited University or college desired.

Experience:

1. Three (3) years of Human Resource experience desired, preferably in a California public school district personnel department; or any combination of public employment training and experience that could likely provide the desired knowledge and abilities is required.
2. Good work history demonstrating dependability and reliability.

Licenses/Certificates:

- Class C Driver's License is required.

REPORTS TO: Executive Director, Human Resources

ESSENTIAL FUNCTIONS

1. Prepare accurate staffing recommendations, summaries, projections, reports, and correspondence independently without immediate supervision.
2. Advise certificated personnel on credential requirements set forth by Education Code and the Commission on Teacher Credentialing.
3. Check and verify academic backgrounds, transcripts and credential status.
4. Perform responsible and technical duties involved in assisting certificated applicants and employees in obtaining credentials.
5. Coordinate certification activities and procedures to comply with county and state guidelines and legislative mandates and to meet district needs.
6. Interpret and disseminate information concerning teacher and management certification;
7. Monitor and review certification status of district employees.
8. Process employment records for new and existing certificated personnel with precision;
9. Remain current concerning certification laws, rules and standards.
10. Oversee personnel records concerning certificated employees including professional growth, longevity, status and salaries within the employee tracking system.
11. Monitor and oversee necessary documents to place new and existing certificated employees within proper salary category.
12. Prepare new and existing certificated employee contracts.

ESSENTIAL FUNCTIONS (continued)

13. Provide technical information to administrators, employees and the public concerning personnel rules and regulations, labor agreements, California Education Code sections related to personnel, California Administrative Code, Title V and district policies.
14. Interpret and apply teacher retirement status regulations and policies.
15. Analyze data and prepare memoranda, reports, manuals and communications to assure compliance with district policies and legislative mandates.
16. Compile data and prepare reports as appropriate.
17. Conduct a variety of personnel-related studies and surveys as requested.
18. Interpret information and make recommendations for procedural changes.
19. Assist the Assistant Superintendent in developing district collective bargaining proposals, joint memorandums of understanding, revisions of contract language and with other special assignments.
20. Assist other personnel employees in the performance of duties as needed.
21. Review applications for completeness and request further information as needed.
22. Fingerprint prospective employees using (district-specific) fingerprinting equipment.
23. Assist in the recruitment, selection and employment of certificated personnel.
24. Contact colleges, universities and other school districts to communicate and or discuss employment needs, student teacher placement and internship programs.
25. Complete worksheet and employee acknowledgment forms.
26. Attend and participate in district, county and state-sponsored workshops as appropriate.
27. Participate on the district negotiating team and labor management meetings as necessary.
28. Initiate and prepare necessary forms, applications and letters in support of employment requirements and conditions, collecting and forwarding any applicable fees.
29. Implement procedures to monitor and determine certificated employee longevity.
30. Works as a team member and trains other employees in the district's employment process.
31. Cognizant of legally mandated timelines, devise and implement procedures necessary to maintain personnel functions and initiate personnel actions in accordance with District policies and legal requirements.
32. Knowledge of Certificated Bargaining Unit Agreements, and applicable laws relating to public employment, salary placement, retirement benefits and other personnel matters.
33. Process forms, requisitions, payroll, applications, documents, records and/or other paperwork in support of assigned office functions.
34. Counsel applicants concerning a variety of requirements, and assist them in obtaining necessary documentation, certificates.
35. Perform other related duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.

PHYSICAL ABILITIES (continued)

7. Able to lift ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, office machinery, computer at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
Confidential Status

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on the Evaluation of Professional Personnel. The evaluation will be completed by the Executive Director of Human Resources or designee.

Approved by: Board of Education
Revised by: Board of Education

Date: December 14, 2000
Date: February 12, 2019

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE AND
AN EQUAL OPPORTUNITY EMPLOYER**