



## Job Description

|  |                                    |                            |
|--|------------------------------------|----------------------------|
| <b>Title: Human Resources-Credential Analyst</b>               | <b>FLSA Status: Non-Exempt</b>     | <b>Months: 12</b>          |
| <b>Supervisor: Assistant Superintendent of Human Resources</b> | <b>Supervises: N/A</b>             | <b>Range: 36</b>           |
| <b>Department: Human Resources</b>                             | <b>Bargaining Unit: Classified</b> | <b>Approved: 6/11/2026</b> |

### JOB SUMMARY:

Under the direction of the Assistant Superintendent of Human Resources, perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of certificated staff for the District; perform a variety of responsible technical duties utilizing District human resources management databases related to teaching assignments; establish and maintain certificated employee files.

### DISTINGUISHING CHARACTERISTICS:

The Human Resources Credential Analyst assignments at this level require highly specialized knowledge, abilities, skills and experience and often exercise independent judgment in the performance of their duties and possess technical or functional expertise.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of responsible technical duties related to the onboarding and processing of new hire certificated teaching staff and; post vacancies on EdJoin and on District website as needed; organize and schedule interviews for potential employees.
- Process employment contracts, amendments and status changes.
- Create positions and enter new certificated employees into Position Control Management portal and Payroll Portal; monitor EdJoin daily to review new submitted applications.
- Manage and monitor incoming applications for posted certificated vacancies; review applicant qualifications for minimum requirements; request fingerprint clearance for certified new hires; verify credential and pre-employment requirements; process new hire recommendations; make job offers as directed.
- Process weekly absence reports; enter employee absence into assigned computer system.
- Prepare certificated documentation for non-reelections, layoffs, resignations and retirements.
- Prepare Board Items for the Personnel Assignment Order.
- Conduct newly hired certificated staff orientation meetings; conduct background search for potential employees; monitor fingerprint reports from Department of Justice; notify employees and substitutes to renew TB tests and TB renewals into assigned computer systems.
- Prepare and maintain District certificated personnel files, absence reports, medical notes and related information; prepare and maintain certificated employee employment files; terminate records for certificated staff in assigned computer systems as required; record all new hire employment forms, documents, credentials and required human resources forms; ensure supervisors' recommendations compliance and completion of Human Resources procedures, policies and practices; input new hire employee information into computer system.
- Input pay rates of new hire certificated staff into payroll system; record and enter daily absences; prepare various audit reports; operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Compose independently and from oral or written instructions, a variety of materials including inter-office communications, applications, lists, requisitions, forms, letters, memoranda, contracts, special projects, legal documents and other materials; duplicate materials as needed.

- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Maintain Human Resource department webpages
- Maintain Certificated Position Control Management/Payroll Portals.
- Serve as main point of contact for; Position Control Management portal; assist and guide District staff on Position Control Management application and reporting features.
- Facilitate training classes in Mandated Reporter.
- Design and implement a variety of documents, reports and records per direction from the Assistant Superintendent of Human Resources.
- Perform a variety of administrative tasks in support of the Human Resources department including placing work orders and maintaining office supplies; sort and forward department mail and correspondences; provide backup for front office staff as needed.
- Prepare, review and recommend applications for emergency credentials, waiver, and local assignment authorization to ensure compliance with District needs and credentialing requirements.
- Liaison between universities and the District regarding certificated student teaching and intern programs.
- Coordinate student teacher placements.
- In conjunction with the Assistant Superintendent of Human Resources analyze official transcripts to determine appropriate salary placement, column advancement eligibility.
- In conjunction with the Assistant Superintendent of Human Resources implement employee placement, transfers and assignments.
- Credential Analyst duties include credentials certification and monitoring at state level and via the California Commission on Teacher Credentialing.

**OTHER DUTIES:**

- Perform related duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Human resources office functions, practices and procedures.
- Practices and procedures related to certificated personnel including credentialing, state reporting and monitoring of credentials.
- Principles, techniques, procedures and terminology involved in the recruitment, screening, selection, classification and processing of new personnel.
- Applicable laws, codes, rules, regulations, policies and procedures.
- Operations, policies and objectives relating to human resources activities.
- Common occupations and their requirements.
- 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.

**Skills/Ability to:**

- Maintain personnel confidentiality.
- Perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of new certificated personnel.
- Serve as a technical resource to employees regarding personnel functions, activities and requirements.
- Establish and maintain manual and automated employee records and files.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Compile and verify data and prepare reports.
- Prepare announcements for job openings and place advertisements.

- Distribute, screen and process employment applications and other personnel-related documents.
- Process new personnel and conduct employee orientations as assigned.
- 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 timelines.
- Type or input data accurately at an acceptable rate of speed.
- Complete work with many interruptions.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by college-level course work in human resources or related field.
- Two years increasingly responsible administrative experience including frequent public contact and work with human resources functions involving the recruitment, screening and processing of new employees.

**Licenses, Certifications and other Requirements:**

- N/A

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Office environment.
- Constant interruptions.

**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 and retrieve 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.