



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Human Resources Specialist – Confidential</b>	REPORTS TO:	<b>As assigned</b>
DEPARTMENT/SCHOOL:	<b>Human Resources Department</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED: Commission Board	<b>11/17/14 and 11/18/14 01/28/15</b>	SALARY GRADE:	<b>Schedule: 55 Range: 53</b>

**BASIC FUNCTION:**

Perform a variety of specialized duties in the monitoring of certificated assignments and renewals to assure compliance with credential requirements; oversee the processing of applications and other documents to assure certificated personnel hold valid and proper credentials; **maintain position control records including position classification, document tracking and processing and database management**; serve as a technical resource to personnel; maintain confidentiality of sensitive and privileged information.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform a variety of specialized **and technical** duties in the monitoring of certificated assignments and renewals to assure compliance with credential requirements; assure credentialing activities comply with established guidelines, policies, regulations and procedures
- Oversee the processing of applications and other documents to assure certificated personnel hold valid and proper credentials; review, verify and evaluate transcripts, records and applications to determine eligibility for credentials
- **Maintain position control records including position classification, document tracking and processing and database management**
- Assure teachers and other certificated employees have proper credentials; monitor expiration date of credentials and assure employees meet current requirements for renewal; notify certificated staff of credential expiration dates and maintain current information on credential requirements
- Provide consultation and technical expertise to personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures; respond to inquiries and provide information; advise out-of-state applicants regarding credentialing
- Monitor and review classroom assignments to assure credentials match assignment requirements; report discrepancies and compliance issues to appropriate agency or personnel

- **Perform responsible position control functions related employment processing, status changes and separations; provide information and assistance to District staff regarding position control policies and procedures**
- **Receive, review and process Personnel Action requests, Status Changes and Personnel Requisitions for all departments and district sites; develop and track requisition processes, including initial receiving, coding and monitoring; create new position and enter and update position information in the HRIS system**
- **Ensure all positions budgeted are also appropriately entered in the HRIS system; maintain vacancy and requisition lists for position openings**
- Prepare documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters
- Compile information and prepare and maintain a variety of records and reports related to credential information, compliance issues, **position control and verification** and assigned activities; **assist in conducting staffing allocation studies and surveys**; submit mandated reports to appropriate agency or personnel according to established time lines; compose related correspondence, letters, memos, forms and other documents as needed; prepare documents for Board approval
- Participate in the recruitment, screening and processing of new certificated personnel according to established procedures; place advertisements in appropriate media; collect and process various employment forms and applications; schedule appointments; prepare new contracts; forward new employee information to payroll and other departments
- Input a variety of employee information and other personnel data into an assigned computer system; **develop and maintain position control tables; process position control information into the budget system; ensure HRIS and budget systems are appropriately updated**; maintain automated employee records and files; generate a variety of computerized lists and reports; assure accuracy of input and output data
- **Liaison with and manage the employee retirement programs (CalSTRS) and support employee enrollment into retirement programs**
- Maintain contact with outside organizations to assure personnel are current regarding credential requirements, rules and regulations; request data, reports and other information as needed
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software
- Communicate with personnel, school districts, colleges, universities, governmental agencies and various outside organizations to exchange information, coordinate activities and resolve issues or concerns

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current laws, codes, regulations and rules related to credentialing

California credential requirements and procedures

Practices and procedures related to certificated personnel

**Principles and practices of position control management**

Operations, policies and objectives relating to personnel **and budget** activities

Organizational operations, policies and objectives

Oral and written communication skills

Technical aspects of field of specialty

Modern office practices, procedures and equipment

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

Record-keeping and report preparation techniques

**Basic research techniques**

Operation of a computer and assigned software

**ABILITY TO:**

Perform a variety of complex technical duties in the monitoring of certificated assignments and renewals to assure compliance with credential requirements

**Perform technical duties concerning position control, tracking and management**

Oversee the processing of applications and other documents to assure certificated personnel hold valid and proper credentials

Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures

Provide consultation to personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures

Maintain current knowledge of laws, rules and regulations governing credentials

Verify and evaluate transcripts, records and applications to determine eligibility for credentials

Compile and verify data and prepare reports

Maintain ~~various~~ **complex** records **and files**

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Analyze situations accurately and adopt an effective course of action

Operate a variety of office equipment including a computer and assigned software

Meet schedules and time lines

Plan and organize work

**Make mathematical and statistical computations with speed and accuracy**

Work independently with little direction

Work confidentially with discretion

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree in human resources or related field and four years of experience in a human resources office including ~~some~~ credential **and position management** related experience

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

Constant interruptions

Interactions with dissatisfied, hostile and irate individuals

**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 materials