

## VISTA UNIFIED SCHOOL DISTRICT

### CLASS TITLE: HUMAN RESOURCE ANALYST-CERTIFICATED

#### BASIC FUNCTION:

Under the direction of the Assistant Superintendent Human Relations, perform and supervise a wide variety of technical personnel duties involved in the recruitment, screening, hiring, processing, placement and compensation of certificated personnel; reviewing, analyzing, evaluating and processing applications for public school teaching credentials, certificates, and permits; serve as a technical resources to employees, administrators, applicants, and the public regarding certificated human resources; train and evaluate the performance of assigned staff.

#### REPRESENTATIVE DUTIES:

Plan, organize, and implement the recruitment process for certificated recruitments. **E**

Coordinate and maintain pre-employment test scores for certificated employees working with leadership team. **E**

Prepare eligibility lists for Assistant Superintendent Human Relations and communicate information to applicants. **E**

Problem solves issues pertaining to certificated employment. **E**

Communicate with incumbents and supervisors regarding the requirements of teaching assignments and related credentials; analyze job descriptions, perform job analysis, research and prepare changes in job descriptions for presentation to the Superintendent. **E**

Communicates with applicants, employees, and California Commission on Teacher Credentialing regarding eligibility for credentials, certificates, permits, and waivers. **E**

Compile and prepare a variety of statistical and written reports; prepare and distribute a variety of forms, lists, correspondence and other materials related to assigned human relations functions. **E**

Respond to questions from applicants, administrators, employees and the general public regarding District policies, procedures and regulations related to certificated employees. **E**

Train and evaluate assigned staff. **E**

Evaluates academic qualifications, determines credit to be applied, and makes recommendations for salary placement and/or advancement. **E**

Assist in the maintenance of website to ensure accurate and current information. **E**

Act as a resource during layoff preparations and reemployment. **E**

Prepare, maintain and evaluate a variety of manual and automated personnel files, records and reports. **E**

Develop and maintain professional relationships with all stakeholders. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical skills required in the areas of recruitment, placement, and compensation.  
State standards and requirements for the full range of teaching and service credentials and school internships.  
District, State and federal requirements regarding procedures, rules and regulations of certificated human resources.  
Modern office practices, procedures and equipment.  
Record-keeping, data management techniques, and procedures.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
District organization, operations, policies and objectives.  
Oral and written communication skills.  
Applicable sections of State Education Code and other applicable laws.  
Interpersonal skills using tact, patience and courtesy.  
Telephone techniques and etiquette.  
Technical aspects of field of specialty.

**ABILITY TO:**

Perform specialized functions relating to recruitment ,placement, and compensation.  
Stay current with changes in the industry.  
Interpret, explain and apply District policies and procedures regarding recruitment, placement and assignment of credentialed staff.  
Make arithmetic calculations quickly and accurately.  
Keyboard at an acceptable rate of speed.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Perform a variety of specialized clerical duties related to certificated personnel.  
Plan and organize work.  
Maintain complex and confidential records and files.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.  
Operate a variety of office equipment including software applications.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in Human Resources, Business or related field and two years (full time equivalent) professional experience in recruitment, selection, and/or classification . A Master's Degree in a related field may be considered in lieu of the work experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office Environment.  
Constant interruptions.

**PHYSICAL ABILITIES:**

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.  
Dexterity of hands and fingers to operate a computer keyboard.  
Kneeling or crouching.  
Bending at the waist.  
Hearing and speaking to exchange information in person or on the telephone.  
Lifting light objects.

**HAZARDS:**

Contact with dissatisfied or abusive applicants dissatisfied with test results and employees being terminated.