

# Job Description

San Ramon Valley Unified School District

## Personnel Analyst/Credentials

### Purpose Statement

The job of Personnel Analyst/Credentials is done for the purpose of performing a variety of independent, advanced, analytical functions in support of the credentialing and evaluation of District certificated employees; facilitating the collection, management, analysis, and distribution re: credentialing; working closely with administration; managing the education research database system; providing instruction and advice to system users; analyzing problems and issues with online platforms and producing statistical reports.

This job reports to Assigned Supervisor

### Essential Functions

- Administers all Credentialing components for the purpose of ensuring accuracy and compliance of allemployment requirements.
- Develops user materials for the purpose of ensuring continued learning and understanding.
- Interprets a wide variety of complex information for the purpose of ensuring compliance, providing audit references and making presentations to employees and administrators.
- Maintains certificated employee database systems for the purpose of ensuring accurate, up-to-dateemployee information.
- Monitors all credentialing related HR functions for the purpose of ensuring compliance.
- Communicates with various constituencies and participates in meetings for the purpose of providing information and making recommendations.
- Prepares and maintains a variety of complex reports for the purpose of ensuring accuracy of Human R Resources records management.
- Provides information and support for the purpose of ensuring understanding and implementation of authorized credentialing requirements.
- Provides data and information (e.g. for other District Departments, etc.) for the purpose of generatingrequired District, County, and State reports.
- Researches and remains up to date (regarding current District, state and federal legal requirements forcredentialed employees.) for the purpose of ensuring District compliance.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effectivefunctioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job

include: preparing and maintaining accurate records; using general office software; and using database software; applying assessment instruments; classifying data and/or information; customer service; planning and managing projects; using pertinent software applications; communicating effectively; training others; and analyzing data.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: required credentialing processes; current generation office software; SRVUSD hiring processes; educational information required for reporting; codes/laws/rules/regulations/policies; practices of personnel administration; and recordkeeping and record retention practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; communicating with persons with diverse technical knowledge and skills; maintaining confidentiality; adapting to changing work priorities; analyzing issues and determining appropriate course of action; displaying tact and courtesy; meeting deadlines and schedules; multi-tasking; setting priorities; working as part of a team; implementing necessary research; guiding others; implementing accuracy and attention to detail; dealing with frequent interruptions; working with detailed information/data; and identifying issues and providing solutions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, coordinating and/or collaborating with others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Four years of experience as a secretary, analyst, or similar office position, including two years experience in human resources. Experience working with credential requirements is preferred.

**Education (Minimum):** High school diploma or equivalent. Targeted, job related educations with study in job related area preferred.

**Equivalency:** Extensive work-related experience with increasing levels of responsibility demonstrated.

**Required Testing**

None Required

**Certificates and Licenses**

None Required

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Salary Grade**

Range 28

**Revised Date**