



Establish and maintain contact with the California Commission on Teacher Credentialing (CCTC) and the Sacramento County Office of Education (SCOE) Credentials Office to assure compliance; receive and submit credential applications and credential to be registered; serve as a liaison among the District, the CCTC, and SCOE. **E**

Process personnel actions such as transfers, promotions, retirements, letters of agreement, counseling, leave usage, and others. **E**

Conduct exit interviews and maintain statistical data for use in developing effective recruitment strategies. **E**

Perform duties associated with position control, preliminary salary schedule placement, applicant tracking, management information systems, diversity programs, and other areas as assigned. **E**

Assist with determining acceptable units for salary advancement or increases for classified and certificated personnel according to established District practices. **E**

Research and analyze data utilizing computer database management programs, coordinate the collection and preparation of data through computer-generated reports required by District personnel, or state and federal agencies. **E**

Prepare memorandums of understanding and letters of agreement addressing discipline, collective bargaining agreement waivers, and grievance responses on behalf of the District. **E**

Compose statistical and narrative reports independently; prepare letters, memos, forms, and other documents as required. **E**

Participate in training programs and activities inside the District and with outside agencies to maintain current knowledge of human resource laws, court decisions, rules, regulations, and trends affecting both the private and public sector. **E**

Facilitate workshops and provide resources for administrators, supervisors, and employees regarding various employment law and human resources policies and procedures, contract management, employer relations/employee information. **E**

Serve as a liaison between administrators, District legal counsel, and collective bargaining units regarding employment issues; make recommendations to administration regarding allegations of employment discrimination, harassment, ADA, and other claims of infractions. **E**

Assist with pre-intern, mentor, and intern programs including contact with and presentations to colleges and universities. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with District personnel, applicants, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, providing cross training for other employees, cooperating with others, participating in meetings and work groups, and support the goals and objectives of the District and the department. **E**

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**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding .....

**SAMPLE PHYSICAL ABILITIES:**

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouching to retrieve files from cabinets and shelves; hear and speak to exchange information and make presentations; see to monitor various activities and read documents; lift light objects.

**SAMPLE HAZARD:**

Contact with dissatisfied or abusive individuals.

**NOTE:** This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.