NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 42
Fiscal Year: 2014/2015
Posted Date: 02/12/2015
Reposted Date: N/A

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>C148</td>
<td>Educational Certification Specialist</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Class and Comp Unit
    DHR – Client Services Unit
    DHR – Employee Relations Unit
    DHR – Recruitment and Assessment Unit
    DHR – Client Services Support Services
    Micki Callahan, DHR
    Michael Brown, CSC
    Sandra Eng, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Drew Murrell, Controller/ Budget Division
    Alex Koskinen, Controller/ Budget Division
    E-File
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Educational Certification Specialist
Job Code: C148

INTRODUCTION

Under direction, performs specialized and high level clerical duties determining minimum qualifications in the recruitment, qualification, placement, and processing of applications for Academic positions in the Community College District. The essential functions of this class include: reviewing applications for certification; advising teachers and applicants on applicable community college rules and policies; recruiting and placing faculty, administrators, and other Academic District personnel; preparing, developing, and reviewing important documents; compiling and analyzing data for reports and performing other related duties and responsibilities as required.

DISTINGUISHING FEATURES

This position is the advanced journey level technical class assigned to the Human Resources Department in the Community College District responsible for the recruitment of faculty, administrators, and other Academic staff and the processing of a variety of personnel documents requiring specialized knowledge of certification processes, and Title V regulations and requirements.

The C148 Educational Certification Specialist classification is distinguished from the 1204 Sr. Personnel Clerk in that the major focus of the latter class is the performance of highly technical and specialized personnel clerical tasks, and the supervision of subordinates.

SUPERVISION EXERCISED

May be assigned to supervise clerical staff.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Corresponds with applicants and teacher training institutions regarding requirements and educational courses for certification

2. Advises current and prospective faculty, academic/administrative employees, and applicants regarding certification requirements including local policies, procedures, rules, and regulations for employment and certification.

3. Analyzes and processes candidate qualifying documents for meeting District requirements, working closely with internal and external groups regarding the qualification process.

4. Participates in the coordination of employee professional development events and orientations.

5. Verifies degrees and calculates additional units from official transcripts submitted by new and continuing faculty hires to determine salary placement.

6. Collects, reviews, processes, records, and coordinates academic employee professional
Title: Educational Certification Specialist
Job Code: C148

development plans for salary increments.
7. Prepares analysis of unit/course work submitted by academic employee professional
development plans for salary increments.
8. Generates a variety of written and statistical reports to include findings and
recommendations.
9. Conducts and prepares state-mandated audits and reporting of certificated personnel;
advises on preparations needed prior to auditing to assure the legal assignment of certificated
staff; advises and assists administrators in resolving incorrect assignments and follows up to
ensure proper corrections.
10. Compiles and analyzes data for reports.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: human resources practices and procedures, school district operations, and
personnel transactions; general office practices and procedures; record keeping and file
maintenance systems; basic computer applications methods; procedures involved in automating
records and files; and basic research that relates to recruitment and retention methods.

Ability to: read, understand, and apply instructions, policies, laws, and regulations related to
certification, recruitment and personnel matters; communicate effectively and courteously both
orally and in writing; make important and sometimes persuasive contact with the general public,
applicants, departmental representatives, employees, outside organizations and agencies;
complete assignments with initiative and independence; identify problems and recommend
possible solutions; maintain effective working relationships with persons of diverse social,
cultural and economic backgrounds; train and supervise subordinate staff; and learn and use
various software programs and automated computer systems.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which
are required for employment in the classification. Please note, additional qualifications (i.e., special conditions)
may apply to a particular position and will be stated on the exam/job announcement.

Education:
An Associate Degree from an accredited educational institution

Experience:
Two (2) years verifiable clerical experience in a human resources operation in a community
college district or other educational setting

License and Certification: None

PROMOTIVE LINES
Title: Educational Certification Specialist
Job Code: C148

ORIGINATION DATE: 02/xx/2015

AMENDED DATE:

REASON FOR AMENDMENT: To amend the title, duties, and minimum qualifications of the classification to accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): SFCCD