



Carlsbad Unified School District

6225 El Camino Real • Carlsbad, CA 92009

(760) 331-5000 • FAX (760) 431-6707

... a world class district

Human Resources Analyst-Certificated

PROMOTIONAL ONLY

Hourly Rate: \$19.42 – 27.33* *Upper range reflects rate earned with sufficient years of District seniority

The current opening is for 8 hours per day, 12 months per year, working for Personnel Services. Bilingual ability is desirable but not required.

EXAMPLES OF JOB DUTIES

Job duties for this position include the following:

- Perform specialized complex activities pertaining to the recruitment, credentialing, and processing of certificated personnel
- Analyze credentials and transcripts to assure proper salary placement for certificated personnel, NCLB compliance and appropriate assignment placement
- Maintain a variety of records in compliance with County, State and Federal reporting requirements
- Serve as a technical resource to staff, applicants, and outside organizations to convey information in regards to certificated personnel functions, policies, and procedures

ABILITIES

The ideal candidate will have the ability to ensure thoroughness and accuracy to complete multiple tasks with varying deadlines and interruptions, demonstrate effective oral and written communication skills, confidently adapt to emergent priorities, build relationships with internal and external contacts, successfully resolve conflict, and work independently in position with a demanding workload.

MINIMUM QUALIFICATIONS

A bachelor's degree, preferably including course work in human resources, behavioral sciences, business administration, public administration, communications or a closely related field **OR** an associate's degree with coursework in one of the fields listed above and three years experience working with certificated resources functions.

SELECTION AND HIRING PROCESS

This is a promotional recruitment and competitive examination to fill a current opening and to establish an eligibility list for openings for a period of one year, or until depleted. The candidates achieving the top three ranks will be referred for the final selection interview along with any transfer or reinstatement candidates. For candidates who meet the minimum requirements, as demonstrated in their application materials, the examination process will consist of test parts used to measure the knowledge, skills and abilities necessary to perform the essential functions of the job, and may include a written examination, a training and experience evaluation, performance examinations and structured oral interviews.

If you require special accommodation with the examination process, please contact the Personnel Commission

An Equal Opportunity Employer/Merit System Employer

office at (760) 331-5031 by the application deadline.

The Eligibility List resulting from this examination may be used to fill vacancies in related job classifications for which no Eligibility List exists (Ed Code 452512).

This announcement does not constitute an implied contract. Any part of this announcement is subject to change.

APPLICATION DEADLINE: Monday, March 12, 2012 at 4:00 p.m.

**SUBMIT DISTRICT APPLICATION TO: Classified Personnel, Attn: Amy Lawton
Carlsbad Unified School District, 6225 El Camino Real, Carlsbad, CA 92009**