

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
**POSITION DESCRIPTION**

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<b>TITLE:</b>	Certificated Salary Specialist	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Human Resources	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	042 OTBS
<b>REVISED:</b>	November 13, 2007		

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**BASIC FUNCTION:**

Evaluate experience, coursework and degrees completed by teachers and certificated non-management staff determining which are creditable for salary placement and/or advancement; maintain certification records; train and direct assigned personnel; serve as a resource to administration and staff on issues relating to certification.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Attend grievance sessions with management and union representatives for the purpose of providing reasons for salary placement or denial of coursework/experience for salary credit. **E**

Communicate with a variety of internal and external individuals (e.g. salary surveys, applicants, employees, state department of education, etc.) for the purpose of providing and/or acquiring accurate and up-to-date information concerning certificated salary schedules and language, policies, procedures and related legal requirements by serving as the designated liaison. **E**

Evaluate experience, coursework and degrees completed by teachers and certificated non-management staff for the purpose of determining which are creditable for salary placement and/or advancement. **E**

Maintain a variety of confidential and non-confidential, manual and electronic documents, files and records related to salary placement for the purpose of providing up-to-date reference material and audit trail in compliance with all district and state regulations. **E**

Prepare a variety of reports and related documents related to salary placement, grievances, and overpayments, etc. for the purpose of providing documentation and complying with legal requirements. **E**

Process documents and materials related to specific coursework and academic degrees completed and salary placement for the purpose of disseminating information to appropriate parties. **E**

Research contract provisions and practices pertaining to certificated salary placement and advancement for the purpose of implementing and interpreting procedures to maintain compliance with current requirements. **E**

Respond to written and verbal inquiries from a variety of internal and external sources (e.g. management staff, teachers, legal counsel, union representatives, state/local agencies, colleges, universities, etc.) for

the purpose of solving problems, providing information, facilitating communication among parties and/or providing direction. **E**

Serve as a resource to staff, legal counsel, union representatives and state or local agencies, colleges, universities and other regarding certificated salary issues and credentials for the purpose of explaining district salary rules and regulations. **E**

Train and direct the work of assigned personnel for the purpose of maintaining necessary staffing and enhancing productivity of staff. **E**

Work with payroll manager and supervisors for the purpose of helping to resolve any discrepancies related to inaccurate data which could directly affect salaries for certificated employees. **E**

Present information on Human Resources salary placement procedures for the purpose of providing information at job fairs. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to four years of combined training and progressively responsible clerical experience in a school district personnel office or educational environment which preferably includes familiarity with certificated salary schedules. A two-year college degree may be substituted up to two years of work experience at the discretion of the selecting administrator.

**LICENSES AND OTHER REQUIREMENTS:**

None.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Standard office equipment including using pertinent software applications.

Algebra and/or geometry.

Concepts of grammar and punctuation.

Pertinent codes, policies, regulations and/or laws including state certificated salary placement and advancement requirements.

Reading and writing English communication skills.

**ABILITY TO:**

Plan and manage projects.

Perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.

Interpret university and college transcripts.

Prepare and maintain accurate records

Read technical information, compose a variety of documents, and/or facilitate group discussions.

Solve practical problems.

Schedule a significant number of activities, meetings, and/or events.

Gather, collate, and/or classify data.

Use basic, job-related equipment.

Independently work with others in a wide variety of circumstances.

Work with data utilizing defined but different processes.

Operate equipment using standardized methods.  
Work with a wide diversity of individuals.  
Work with data of varied types and/or purposes.  
Utilize job-related equipment.  
Problem solve and analyze issues and create action plans.  
Independently interpret guidelines.  
Maintain confidentiality.  
Be attentive to detail.  
Communicate with diverse groups.  
Establish effective working relationships.  
Meet deadlines and schedules.  
Set priorities.  
Work under limited supervision following standardized practices and/or methods.  
Lead, guide, and/or coordinate others.  
Utilize resources from other work units,  
Problem solve moderately difficult issues with equipment

**WORKING CONDITIONS:**

**ENVIRONMENT:**

This job is performed in a generally clean and healthy environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6070

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