



WE INVEST IN EXPERIENCE TO ENSURE QUALITY EDUCATION FOR OUR STUDENTS

EMPLOYMENT OPPORTUNITIES MORENO VALLEY UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES : 25634 Alessandro Boulevard, Moreno Valley, California 92553
PHONE: (951) 571-7500, ext. 17302 - WEBSITE: www.mvusd.net

CONFIDENTIAL MANAGEMENT VACANCY

APPLICATION PROCEDURE

**APPLY ONLINE
AT:
EDJOIN.ORG**

The following items are required by the application deadline:

1. A completed **EDJOIN** online classified management application.
2. Letter of Introduction
3. Current Resume
4. Three **signed** letters of recommendation dated within the last three years.
NO ELECTRONIC SIGNATURES.
5. Proof of Education (Copy of diploma or transcripts)

Non-Discrimination Policy

Moreno Valley Unified School District does not discriminate on the basis of

race, color, national origin, sex, or disability or affiliation with the Scouting of America and other designated youth groups or any other basis protected by law or regulation, in its educational program(s) or employment. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Dr. Khaleelah Lewis-Wilkins

klewis@mvusd.net

Title II/ADA Coordinator

Omar Marquez

omarquez1@mvusd.net Section

504 Coordinator

Philip Peeples

ppeeples@mvusd.net

Moreno Valley Unified School District
25634 Alessandro Blvd.
Moreno Valley, CA 92553
Phone: 951-571-7500.

HUMAN RESOURCES ANALYST

Application Deadline:

October 19, 2026 @ 4:30 p.m.

Salary Range:

\$78,318 - \$95,198

Workdays:

260

Fringe Benefits:

Medical, Dental, Employee Life Insurance

Retirement:

Effective January 1, 2013, all new classified managers pay their own PERS

FINGERPRINTING

Prior to employment, all applicants are subject to a fingerprint clearance through the Department of Justice (DOJ) and a fee for processing. Authorization of employment will not be granted until the fingerprint clearance from DOJ has been accepted.

DEFINITION

Under the direction of the Human Resources Director(s), performs technical work of an analytic nature related to the District's comprehensive certificated and classified personnel procedures; coordinates, organizes and supervises a variety of specialized support duties including the maintenance and management of the daily operation for processing credential, certificated and/or classified applications; interprets and applies extensive knowledge of District policies and procedures; provides supervision and training to the support staff.

RESPONSIBILITIES

- Oversees the certificated and/or classified personnel process; monitors office work flow and assures compliance with established policies, procedures, and timelines.
- Responsible for typing and distribution of job advertisements and job announcements to ensure public is informed of ongoing recruitments.
- Schedules, administers, and scores standard employment tests as required to complete recruitment process.
- Maintains a variety of record keeping systems including EDJOIN monitoring to assure required actions are completed in a timely manner.
- Assists in selection procedures by acting as central point of communication with applicants in recruitment process.
- Maintains, verifies, and files a variety of data related to the recruitment and selection process to maintain confidentiality in recruitment process, including fingerprinting clearances.
- Conducts basic screening of applications, documents, credentials, records and/or other paperwork involved in recruitment and selection.
- Offers employment to certificated, classified and substitute employees; meets with new employees to complete required employment documents and provides information relative to the position; conducts New Employee Orientation.
- Communicates with District administrators and outside organizations to coordinate activities, exchange information, and resolve issues or concerns.
- Reviews certificated assignments for credential compliance related to assignment/misassignment, Board resolutions; monitors compliance of AB 1124 subject matter assessments; oversees Committee on Assignments; provides in-service to school site administrators responsible for assignment of certificated employees.
- Audits certificated assignments for proper credentials to reconcile payroll discrepancy for warrant release
- Provides advisory services to staff members and public regarding credential authorizations and eligibility, including interpretation of state and federal regulations and provisions of the California Education Code; coordinates appropriate in-service for certificated employees and administrators regarding professional growth requirements.
- Compiles and organizes detailed information and performs complex calculations in the preparation of surveys and reports as required by district, county, or state regulations (i.e. CBEDS, LEP Annual staffing Report/Local Plan to Remedy Shortage, SB 435 Audit).

QUALIFICATIONS

Knowledge of: District and county rules and regulations of the California Commission on Teacher Credentialing applicable to credentialing and payroll process; principles and practices of personnel administration, record maintenance, document processing, and report writing; the functions, organization and basic clerical operation of an administrative office and the scheduling, layout and supervision of diverse activities; correct English usage, spelling, grammar and punctuation, basic arithmetic, letter and report writing; modern office practices and procedures including filing systems, receptionist telephone techniques and software programs; basic objective, goals, policies and procedures of a school district and relationships to state law and other school organizations; District policies, procedures and terminology; provisions of the Education Code, and other laws, codes and regulations related to certificated, classified and substitute personnel; fair and equal employment opportunity and recruitment selection requirements.



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HUMAN RESOURCES ANALYST

CONTINUED:

Ability to: Keyboard (type) at a rate of not less than 30 words per minute; perform complex technical duties related to accounting work; compose correspondence independently; create clear and comprehensive reports and keep complex records; maintain confidentiality of privileged information; work under pressure, meet deadlines, and establish priorities; establish and maintain effective working relationships; communicate effectively using correct pronunciation and grammar; use independent judgment; learn and utilize new and current technologies; accurately generate and compare data; detect errors in printed output and troubleshoot query problems.

Education/Experience: Graduation from high school. Minimum of four (4) years of recent, successful experience in a personnel services related environment; with at least two (2) years reviewing documents for compliance with complex policies and procedures, processing employment applications and/or advising applicants for credentials/certificates from the California Commission on Teacher Credentialing or two years of technical human resources work in classification, recruitment and selection or other related human resources area.

OR

Completion of a Bachelor's degree from an accredited college or university in public administration, business or closely related field and two (2) years of the experience identified above.

Other: Must possess a valid California Driver's License during the course of employment. Must be insurable at standard rates and maintain such insurability during the course-of employment.