



SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: CREDENTIALS TECHNICIAN (Grade 48)

DEFINITION:

Under general supervision, evaluates professional preparation programs, including those completed outside of California, to determine eligibility for California teaching and services credentials; reviews applications, evaluates work experience and transcripts for the Adult and Vocational Designated Subjects Credentials; interprets regulations; enters, edits and maintains information in a computer system; processes credential applications and records licenses; reviews certificated assignments; performs related duties as assigned; provides clerical and technical support to the fingerprint clearinghouse function and Human Resources department as needed.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Assesses, recommends and informs applicants of California credential requirements according to Education Code and Administrative Code regulations of the State of California.

Analyzes and evaluates out-of-state coursework, training and experience to determine qualification for California teaching and service credentials.

Informs applicants of coursework necessary to meet California credential requirements.

Analyzes transcripts and assist in application for supplementary teaching authorizations.

Reviews, approves, and processes waivers and other credential related requests and authorizations.

Analyzes and interprets credential regulations for school district personnel staff, college credential staff and general public.

Facilitates presentations regarding the interpretation and implementation of credential regulations, changes and updates.

Monitors certificated assignments in public schools throughout the County and assists in the preparation of reports for the Commission on Teacher Credentialing.

Interacts with school district personnel administrators and support staff to resolve credentialing problems.

Issues warrant holds for certificated personnel not appropriately credentialed.

Assists in the interpretation and application of legislation related to credential requirements and certificated employment.

Consults with institutions of higher education regarding applicants' qualification for credentials.

Enters credential information and maintains an on-line credential data information system, including credential registration.

Determines eligibility for and issues temporary teacher assistant certificates.

Registers credentials utilizing an on-line data system.

Initiates processing of credential applications and forwards to Commission on Teacher Credentialing.

Issues Temporary County Certificates.

Acts as the initial contact for fingerprinting services to interpret and explain fingerprinting practices and procedures to SDCOE, district staff, and the general public.

Serves as a backup to the Fingerprinting Clerk.

Receives initial fingerprint results and subsequent arrest information from the Department of Justice (DOJ).

Disseminates and explains restricted, highly confidential information as appropriate, and coordinates district review of clearances and DOJ reports as necessary.

Inputs, maintains, and tracks fingerprint clearances and related information in the credentials/clearinghouse database.

Maintains files of clearances and subsequent arrest reports and ensures timely destruction of information.

Provides assistance as needed for clerical and technical tasks related to Human Resources recruitment and operations functions.

NON-ESSENTIAL FUNCTIONS:

Perform other related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Upon employment, ability to be certified under the Department of Justice Fingerprint Rolling Certification Program. DOJ certification criteria includes: legal California residency at time of certification; a minimum age of 18; and satisfactory completion of a prescribed application and criminal background investigation.

EDUCATION AND EXPERIENCE:

Training and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. An example of such experience would be a minimum of two years of experience in a school district or university credentials office or similar setting. Experience must

include complex record keeping and a high level of interpersonal contact. Personnel/credentials experience is preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard office procedures and practices

The use of common office computer systems and software

ABILITY TO:

Learn, interpret and apply California Education Code, Title 5 regulations and related laws and procedures

Communicate effectively orally and in writing in order to clearly explain procedures and requirements

Maintain complex files and records requiring attention to detail, interpretation and accuracy

Work with frequent interruptions

Work under pressure and meet strict deadlines

Utilize an on-line data system and interpret information displayed

Utilize effective telephone techniques in responding to inquiries and requests from a varied clientele

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office setting. Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

DISTINGUISHING CHARACTERISTICS:

This class differs from the position of Lead Credentials Technician, the class of Lead Credentials Technician acts as a technical lead to staff in the more complex and highly responsible credentialing support functions.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Grade
03/1996	03/22/1996	04/87; 03/96; 04/97; 06/08; 6/15; 1/16, 12/17	Non-Exempt	Classified Support Grade 48