JOB DESCRIPTION
Tahoe Truckee Unified School District

CREDENTIALS TECHNICIAN

Purpose Statement:

The job of Credentials Technician is done for the purpose/s of ensuring that personnel procedures conform to district policies; providing information to potential applicants on positions within the district; maintaining records of employee status; providing information to employees within the district; documenting information and ensuring processing of district/state/federal required reports; processing applicants efficiently; and directing other employees as may be required.

Essential Functions

- Assists administrators to plan, develop, implement and monitor processes (e.g. professional growth activities, classification studies, certification requirements, etc.) for the purpose of ensuring compliance with District, State and/or Federal requirements and ensuring overall efficiency of human Resource office.
- Collaborates with insurance providers for the purpose of verifying eligibility, conveying information and processing claims.
- Composes complex documents (e.g. correspondence, agendas, minutes, bulletins, reports, charts, surveys, etc.) for the purpose of communicating information to school and corporate personnel, the public, state officials, etc.
- Coordinates employment process (e.g. recruitment, interviewing, interview questions, panel materials, scores tests, etc.) for the purpose of complying with all district, state and federal regulations.
- Coordinates performance based proficiency testing for the purpose of developing job related testing of applicant skills.
- Coordinates various activities (e.g. teacher interviews, meetings, workshops, appointments, projects, etc.) for the purpose of conforming to established guidelines.
- Enrolls new employees (e.g. payroll, benefits, etc.) for the purpose of providing information regarding employee benefits and practices and processing employee compensation.
- Evaluates employment transcripts, education units, credentials, etc. for the purpose of assessing certificated applicants eligibility and salary placement.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Interprets contract language, Education Code and employment regulations for the purpose of ensuring compliance with district, local, county, state and federal requirements.
- Maintains a variety of teacher and administrator employment files and records, confidential and non-confidential, (e.g. salary, renewal transcripts, staff development credits, background checks, fingerprinting, etc.) for the purpose of providing up-to-date reference material and audit trail in compliance with all district and state regulations.
- Maintains various records (confidential and non-confidential) (e.g. personnel files, teacher seniority lists, teacher license requirements, applicant files, etc) for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
- Monitors a variety of processes (e.g. application, eligibility, performance evaluations, etc.) for the purpose of ensuring efficient processing of applicants and employees.
- Monitors assigned activities and/or program components (e.g. education codes, budget, critical timelines, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Oversees and manages the teacher application process for the purpose of ensuring a viable candidate pool for teaching positions.

- Prepares a variety of reports and related documents (e.g. annual state and federal personnel reports, annual contracts, agenda items, change of status, leave of absence, recruitment packages, conference schedules, etc.) for the purpose of providing documentation and information to others.

- Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel.

- Processes documents and materials (e.g. employment clearances, pre-placement medical exams, Board agenda items, etc.) for the purpose of disseminating information to appropriate parties.

- Processes employment related documentation in assigned areas (e.g. salary schedule placement, changes in employment status, disciplinary actions, etc.) for the purpose of disseminating information to appropriate parties.

- Provides orientation to new personnel (e.g. employment packages, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.

- Researches a wide variety of information (e.g. staffing issues, current practices, policies, boundaries, enrollment, etc.) for the purpose of providing information and recommendations addressing a variety of administrative requirements.

- Researches grievances and/or complaints for the purpose of resolving issues to minimize negative work environment and maximize employee productivity.

- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. answering procedural/policy questions, responding to surveys, etc.) for the purpose of solving problems, providing information, facilitating communication among parties and/or providing direction.

- Schedules evaluations, testing, interviews, etc. for the purpose of processing applicants efficiently.

- Screens employment applications for the purpose of assessing applicant qualifications.

- Serves as a resource to employees and organizations for the purpose of explaining appropriate procedures required by corporate operations.

- Supports assigned administrative personnel (e.g. overseeing office personnel, coordinating office tasks, etc.) for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed under a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status

Approval Date

Salary Grade

Classified 31