

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: CREDENTIAL TECHNICIAN (Range 33)

#### **BASIC FUNCTION:**

Under direction of an assigned supervisor, perform various credential-related activities for new, permanent and substitute certificated employees; maintain records regarding the credentials obtained by certificated personnel; provide technical information regarding policies and practices and credential rules and regulations.

#### **REPRESENTATIVE DUTIES:**

Perform various credential-related activities for new, permanent and substitute certificated employees; verify credentials or provide applications and start process for obtaining appropriate credential as needed; record credential with the County and maintain related files; notify employees of renewal dates as appropriate. *E*

Assist with hiring procedures; prepare and distribute offer and contract letters, prepare files, verify work experience and transcripts and complete related paperwork. *E*

Maintain various employee information and update records as needed in areas such as reclassifications, transcripts, retirements, evaluations, transfers, leaves and other related information. *E*

Evaluate official transcripts and other information to determine and recommend initial salary placement, reclassification placement and to determine qualifications for openings. *E*

Respond to questions raised by certificated personnel regarding policies and practices and credential rules and regulations; interpret Board policies and contract agreements as necessary; refer unusual or difficult questions to the appropriate personnel. *E*

Maintain current knowledge regarding credential policies, requirements as established by the Board, State Department of Education and provisions of the Education Code. *E*

Interpret the Credential Handbook and its application to various credential issues. *E*

Monitor the credential process for hourly and contract certificated employees including eligibility, registration, waivers, changes, recording and notification of appropriate dates. *E*

Obtain and provide information regarding salaries, transfers, employee benefits and other personnel transactions to employees and the public; process transfers and reassignments. *E*

Review years of credited service for longevity increments and retirement data; notify administrator of due dates for probationary and tenured employees. *E*

Compile information and prepare reports, correspondence and other communication related to certificated employees; establish and maintain files and records related to assigned duties. *E*

Operate a data processing terminal and microcomputer to enter and update employee data into automated personnel systems. *E*

Attend a variety of workshops, meetings and conferences related to the credential process.

Participate in other activities such as recruitments, summer school verifications of credentials, walk-ins and other special activities as requested.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

State of California Commission on Teacher Credentialing Handbooks.

Certificated contracts.

Credential procedures and authorizations.

Applicable sections of the State Education Code and Title V.

Payroll and retirement information and procedures.

Specialist credential requirements.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

#### **ABILITY TO:**

Perform various credential-related activities for new, permanent and substitute certificated employees.

Maintain records regarding the credentials obtained by certificated personnel.

Provide technical information regarding policies and practices and credential rules and regulations.

Make simple arithmetic calculations.

Type at 50 words per minute.

Establish and maintain effective and cooperative working relationships with others.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and two years of college-level course work in personnel, management or related field and four years experience in personnel or related field.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.

Seeing to read various materials.

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.