



Job Description

POSITION TITLE:	Human Resources Credentials Analyst	#2226
	Human Resources	
	Business Services	
SALARY PLACEMENT:	Classified/Confidential Salary Schedule	
	Range 14	

SUMMARY OF POSITION:

Under the direction of the Director I, Certificated and the Coordinator IV, Human Resources, perform a wide variety of specialized duties related to the review and processing of credential applications/renewals; advising individuals and school districts on credentialing requirements as set forth by the California Education Code, Title V regulations, and California Commission on Teacher Credentialing.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Bachelor's Degree and/or experience of a closely related nature may be substituted. A minimum of three years of increasingly responsible experience in administering personnel and/or credential policies and procedures in a school district, county office of education, or institution of higher education.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Completion of the Credentials Academy or ACSA Personnel Academy. Experience working with the Escape Human Resources Software System. Experience with Credential Assignment Monitoring. Completion of training sponsored by the California Commission on Teacher Credentialing.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- principles, methods, and practices related to personnel procedures, Federal and State laws, California Education Code, departmental policies, and procedures
- departmental policies and procedures
- assigned software

Ability to:

- establish and maintain cooperative working relationships
- prepare correspondence with minimal direction
- interpret, explain, and apply personnel policies, laws, rules, and regulations
- analyze situations accurately and propose an effective course of action
- respond promptly to requests from internal and external clients
- provide needed information, assistance, training, materials, and resources
- plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files
- perform duties requiring independent judgment and initiative under the stress of strict deadlines
- perform mathematical calculations with speed and accuracy
- communicate effectively with others, demonstrating tact, diplomacy, and sensitivity to their concerns both orally and in written form
- be flexible and receptive to change
- work with numerous interruptions and distractions
- travel as required locally, throughout California and out-of-state
- operate a computer

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties. Must be available to travel as required locally, throughout California and out-of-state
- advanced computer skills

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Act as a resource to provide information and clarification to SJCOE staff, school districts, credential applicants, and other interested parties concerning the California Education Code and Title V requirements, laws, and regulations, and the California Commission on Teacher Credentialing regulations pertaining to certification.
2. Research and draw meaningful conclusions from complex credentialing codes, rules, laws, and regulations for the purpose of informing others about credential requirements.
3. Process payroll credential audit for processing of Regular and Supplemental payrolls and hold pay warrants if no credential exists or the individual has an expired credential; maintains electronic credential information system.
4. Provide advisory services to district staff and certificated candidates for the purpose of determining eligibility and insuring appropriate credentialing of certificated staff.
5. Review college transcripts for the purpose of determining compliance regarding qualifications for teaching and supplemental credentials within the Education Code.
6. Assist with annual Credential Assignment Monitoring.
7. Review Temporary County Certificate requests and determines applicant's eligibility for certification; issue/cancel Temporary County Certificates as necessary.
8. Independently composes letters, memoranda, reports, documents, surveys and charts regarding credentials for the purpose of providing information to staff, applicants, and the general public.
9. Process credential applications to the California Commission on Teacher Credentialing for the purpose of ensuring that teacher candidates are properly credentialed for their assignment.
10. Provide technical support and training as requested.
11. Prepare annual letters of intent for SJCOE credentialed staff.
12. Plan and prepare quarterly district credential meetings.
13. Review all certificated staff for the new hire process, salary placement, and Human Resources Authorizations.
14. Maintain status reports for all SJCOE certificated staff.
15. Conduct Escape testing for credentials.
16. Participate as a member of the credentials team regarding presentations to departments, districts, etc.
17. Assist with online appointment website, newsletters and list serve.
18. Plan and attend recruitment fairs for the purpose of providing human resources/credentialing information to teacher candidates and attends work-related workshops/conferences.
19. Gather, review, and compile information and prepare accurate and comprehensive reports and surveys with deadlines as assigned.
20. Plan, develop, and implement office procedures.
21. Make mathematical calculations with speed and accuracy.
22. Establish and maintain confidentiality in performing job duties and secure confidential information.
23. Establish and maintain cooperative and effective working relationships with employees and the general public.
24. public.
25. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.

3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.

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