



Job Description

Marin County Office of Education

Credentials Analyst

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Credentials Analyst is done for the purpose/s of performing a variety of technical duties; monitoring, processing and analyzing a variety of certificated personnel documents and information; providing credential eligibility requirements and procedures consultation; and preparing and maintaining related manual and automated records and reports.

This Job reports to Assigned Supervisor

Essential Functions

- Assists with, receives, and/or processes credential and permit applications from school districts and individuals, CTC application letters, and statewide reports for the purpose of processing information; generating and distributing TCC's, permits and credentials to appropriate school districts and individuals; providing signature for TCC's; and, conducting thorough research and taking appropriate action as required.
- Communicates with administrators, schools, government agencies and the public for the purpose of exchanging information, resolving issues or concerns regarding credential certification, established state laws, and policies.
- Composes and distributes a variety of correspondence related to credentials and other assigned activities for the purpose of providing information regarding current credential standards and regulations.
- Inputs and updates credential information and related data information for the purpose of establishing and maintaining automated records and files, initiating queries, generating reports and documents, and ensuring accuracy of data.
- Maintains current knowledge of state credential requirements for the purpose of remaining compliant with state standards and requirements.
- Manages county-wide substitute consortium list and substitute personnel information (e.g. background checks, credentials, etc.) for the purpose of providing a list to school districts within Marin County of legally, compliant substitutes.
- Monitors certificated employee credentials for the purpose of notifying school districts of upcoming credential expiration dates, providing meetings for renewals, and supporting the pay hold process.
- Participates in a variety of meetings, conferences, and workshops for the purpose of providing and receiving information required to perform job functions and remaining current with job-related trends and legal guidelines/requirements.
- Performs schedule-based credential/assignment compliance audits for the purpose of identifying and assisting districts in resolving compliance deficiencies.

- Prepares and maintains a complex variety of records, reports, and files relevant to credentials, applications, and clearances for the purpose of documenting activities and issues; meeting compliance requirements; providing audit reference; providing supporting materials for requested actions; generating reports; and ensuring accuracy.
- Provides guidance and consultation to a variety of entities concerning credential eligibility, applications, requirements, and procedures (e.g. school districts, certificated and classified staff, applicants, etc.) for the purpose of responding to inquiries concerning practices and regulations; and providing timely resolution to credential issues.
- Supervises and evaluates department support staff, as assigned, for the purpose of providing services within established time frames and in compliance with related requirements.
- Trains and guides school district Human Resources personnel for the purpose of providing support and ensuring policies and/or practices are implemented and followed.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; analyzing data; 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 based competencies required to satisfactorily perform the functions of the job include: personnel system software; federal and state credentialing regulations and laws; pertinent codes, policies, regulations and/or laws including state-certification requirements; practices of personnel administration; and record keeping and record retention practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; and maintaining confidentiality.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required in public school or similar agency.

Education: Community college and/or vocational school degree with study in job-related area.

Education (Preferred): Bachelor's degree from an accredited college or university preferred.

Equivalency: Additional year-for-year equivalent experience may be substituted for college education; progressively responsible experience in a human resources or school setting may substitute for formal education.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

Custodian of Records Fingerprint Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date