

SANTA CRUZ COUNTY OFFICE OF EDUCATION

CREDENTIALS ANALYST

DEFINITION

Under direction, to perform a variety of highly responsible and specialized secretarial, technical, and paraprofessional duties involved in the administration of the certificated credentials functions for the County Office of Education.

SUPERVISION EXERCISED

Exercise no supervision over County Office staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform responsible and difficult personnel administrative work involving the use of independent judgment and personal initiative; analyze situations and make appropriate decisions without immediate supervision.

Receive, screen, and process initial applications and renewals for all emergency permits and regular credentials for certificated personnel in Santa Cruz County school districts.

Assist and advise individuals in applying for and renewing credentials; respond to inquiries and clarify credential requirements, laws, and regulations; collect, review, and analyze documentation necessary for application packet; submit packets; track application status; register approved credentials with Santa Cruz County Office of Education.

Issue temporary county certificates to qualified applicants; establish and maintain confidential credentials files on all teachers in the county.

Coordinate programs and activities to support county-wide teacher recruitments.

Identify teachers' eligibility for the Induction Program.

Recommend teachers to Commission on Teacher Credentialing (CTC) for clear credential.

Support the Santa Cruz County Office of Education's credential programs.

Maintain and update computerized data records of all credentials and their expiration date; notify certificated personnel of impending expirations.

Serve as a primary resource and information source regarding credentials requirements, laws, and regulations to all certificated and management employees, substitutes, applicants, and outside agencies.

Maintain communications with school districts, Commission on Teacher Credentialing, Local Educational Agencies and the State Department of Education concerning credentialing procedures and concerns; stay abreast of laws, rules, and regulations affecting credentialing procedures and requirements.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Monitor assignments of credentialed personnel in the school districts and the County Office; collect and input data regarding assignments; review for possible misassignments; determine validity of assignments and assignment practices; assist school districts in resolving misassignments; report unresolved misassignments as necessary.

Maintain and update various records related to assigned functions; develop, update, and distribute a variety of letters, forms, lists, and related items related to assigned functions including bulletins and lists to be distributed to the County school districts.

Prepare and distribute information to district personnel and the general public concerning credential information.

Respond to inquiries from county and district management concerning credentials and assignments; handle sensitive information.

Provide in-service workshops for district personnel regarding credentials.

Review pertinent legislation and ensure the County Office's compliance with rules, regulations, and laws.

Research, compile, tabulate, analyze and interpret data and information; prepare a variety of fiscal, statistical, and administrative summaries and reports; independently prepare correspondence and memoranda.

Maintain confidentiality of information.

Attend and participate in staff meetings and in-services activities; attend workshops, conferences, and classes to increase professional knowledge.

Evaluate and process Children's Center Instructional and Supervision permits.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic operations, procedures, and rules governing certificated personnel administration and related legal requirements.

Principles and practices of basic fiscal, statistical, and administrative data collection and report preparation.

Credentialing laws, rules, codes, regulations, and procedures is highly desirable.

Fundamental principles and practices of personnel administration, relations with the public, and relations with staff.

Modern office procedures, methods, and equipment including computer equipment.

Knowledge of (continued):

Principles and practices of business letter writing and report preparation.

Record keeping methods and procedures including the use of data processing information storage.

English usage, spelling, grammar, and punctuation.

Basic statistical procedures and mathematical concepts.

Word processing methods, techniques, and programs including spreadsheet and data base applications.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Type at a speed necessary for successful job performance.

Learn the full range of technical procedures and functions of credential administration.

Learn, interpret, and apply the full range of County Office, federal, and state applicable policies, procedures, laws, and regulations pertaining to credentialing.

Understand the organization and operation of the human resources department and the County Office necessary to assume assigned responsibilities.

Work under limited supervision within a broad framework of standard policies and procedures.

Use independent judgment, initiative, and good human relations and problem solving skills in the application and follow through on decisions.

Ensure County Office compliance with laws and regulations.

Analyze data and select the best solution from a range of alternatives.

Compile and tabulate data and information and prepare summaries and reports.

Perform mathematical calculations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the twelfth grade, supplemented by college level course work in personnel, business administration or a related field.

Experience:

Two years of technical and clerical experience in the personnel field.

SPECIAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment.

Approval Date: June, 1994

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