

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: CREDENTIALS ANALYST**

#### **BASIC FUNCTION:**

Under the direction of the Senior Administrator, Human Resources, perform a variety of technical duties involved in monitoring, processing and analyzing a variety of documents and information to assure certificated personnel hold valid and appropriate credentials; provide consultation to certificated staff, applicants, school districts and others concerning credential eligibility, requirements and procedures; prepare and maintain related manual and automated records and reports.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of technical duties involved in monitoring, processing and analyzing a variety of documents and information to assure certificated personnel hold valid and appropriate credentials; assist in assuring credentialing activities comply with established guidelines, standards, requirements, laws, regulations, policies and procedures.

Provide consultation to certificated staff, applicants, school districts and others concerning credential eligibility, applications, requirements and procedures; respond to inquires and provide technical information concerning related standards, practices, time lines, policies, laws and regulations; resolve credential issues and problems in a proper and timely manner.

Input and update credential, application, employee and related data and information in an assigned computer system; establish and maintain automated records and files; initiate queries and assist in the generation of variety of computerized reports and documents; assure accuracy of input and output data.

Prepare and maintain a variety of records, reports and files related to credentials, applications, status, certificated personnel, permits, waivers, errors, rejections, paychecks, issues, problems, clearances, TCC's, correspondence, applicants and assigned activities.

Review, evaluate and process credential applications; verify and evaluate applications and related transcripts, records and documents to determine eligibility for credentials according to established requirements; request additional documentation and follow up on credentials as needed.

Receive and process credentials, permits and rejection letters from the State; input and process related information and generate and distribute TCC's, permits and credentials to appropriate school districts and personnel; provide signature for TCC's.

Assure teachers and other certificated employees hold proper credentials; assist with and assure proper placement and assignments of certificated staff; monitor expiration date of credentials and assure employees meet current requirements for renewal; notify certificated staff of credential expiration dates and certification issues and problems; arrange renewal appointments.

**January 18, 2006**

**San Mateo County Office of Education**

Assist staff with obtaining and renewing credentials and changing credential status; monitor and keep staff current concerning progress towards meeting credential requirements; notify individuals of required course work and tests to obtain or clear credential and provide related materials.

Communicate with staff, faculty, administrators, school districts, governmental organizations, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Maintain current knowledge of State credential requirements, legislation, laws, regulations, policies and procedures; research and evaluate related manuals, informational guides and information as needed.

Compose and distribute a variety of correspondence related to credentialing and assigned activities; duplicate and distribute materials as needed.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Attend and participate in various meetings, conferences and workshops as assigned.

Participate in a variety of other assigned activities such as taking fingerprints, assembling credential application packets, performing back-up receptionist duties and delivering presentations concerning State credentialing.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, techniques, procedures and terminology involved in the credentialing of certificated personnel.

Current laws, codes, regulations, policies and rules related to credentialing.

State credential requirements and procedures.

Practices and procedures related to certificated personnel.

Operations, policies and objectives relating to personnel activities.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

**ABILITY TO:**

Perform a variety of technical duties involved in monitoring, processing and analyzing a variety of documents and information to assure certificated personnel hold valid and appropriate credentials.  
Provide consultation to certificated staff, applicants, school districts and others concerning credential eligibility, requirements and procedures.  
Prepare and maintain a variety of records, reports and files.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Assist with and assure proper placement and assignments of certificated staff.  
Utilize a computer to input data, maintain automated records and generate computerized reports.  
Receive and process credentials, permits and rejection letters from the State.  
Verify and evaluate transcripts, records and applications to determine eligibility for credentials.  
Determine appropriate action within clearly defined guidelines.  
Assist staff with obtaining and renewing credentials and changing credential status.  
Operate standard office equipment including a computer and assigned software.  
Work independently with little direction.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in human resources or related field and one year human resources experience including work with certificated personnel or credential-related functions.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.