

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

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

#### **BASIC FUNCTION:**

Under the direction of the Senior Administrator, Human Resources, oversee and participate in County Office credentialing services to assure certificated personnel hold valid and appropriate credentials; supervise fingerprinting activities; coordinate credential support services, record-keeping functions and document processing to meet County Office and school district credentialing needs; train and provide work direction and guidance to assigned personnel.

#### **REPRESENTATIVE DUTIES:**

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

Oversee and participate in County Office credentialing services to assure certificated personnel hold valid and appropriate credentials; assist in establishing and maintaining credentialing time lines and priorities; assist in assuring credentialing and fingerprinting activities comply with established guidelines, standards, requirements, laws, regulations, policies and procedures.

Coordinate credential support services, record-keeping functions and document processing to meet County Office and school district needs; coordinate credentialing communications and information between staff, administrators, school districts, outside agencies, governmental organizations and others; assure proper and timely resolution of credentialing issues and problems.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to assure compliance with established standards, requirements and procedures; provide input concerning employee evaluations as requested; coordinate and conduct in-services concerning the credentialing process.

Provide consultation to certificated staff, administrators, 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; advise school personnel regarding legal assignment alternatives.

Lead and participate in assuring teachers and other certificated staff hold proper credentials; monitor and assure proper placement and assignments of certificated staff; analyze assignments to assure compliance with established requirements; approve staff placement procedures and documentations for districts; assist districts in resolving issues related to inappropriate assignments.

Review, verify and evaluate credentials and related applications, transcripts, records and documents; determine eligibility for credentials according to established requirements; request additional documentation and follow up on credentials as needed; compile and distribute application packets and provide recommendations to the CCTC for the issuance of credentials as appropriate; monitor credential expiration dates and assure employees meet renewal requirements.

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Lead and participate in assisting Induction program and various other certificated 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.

Oversee fingerprinting and related live scan services to assure accurate criminal background checking of applicants for employment; supervise the preparation and processing of related journal transfers, daily cash receipts and agency invoices; oversee the billing process for fingerprinting services including the DOJ bill payment process; prepare related reports.

Coordinate the development and maintenance of the County-wide credentials data base; oversee the input and updating of credential, application, employee and related data and information in an assigned computer system; establish and maintain automated records and files; initiate queries and generate a variety of computerized reports and documents; assure accuracy of input and output data.

Monitor certificated payroll to assure valid certification of employees; issue temporary certificates; approve the issuance and release of withheld payroll warrants as appropriate; advise districts concerning the resolution of payroll issues related to credentialing, and the withholding and release of paychecks.

Maintain current knowledge of State credential and fingerprinting requirements, legislation, laws, regulations, policies and procedures; assist in modifying services to assure compliance with standards and requirements as needed.

Oversee and participate in the preparation and maintenance of a variety of records, reports and files related to credentials, errors, assignments, monitoring, applications, status, certificated personnel, permits, waivers, payroll, issues, problems, clearances, TCC's, correspondence, applicants, requirements and assigned activities.

Assist in the development and implementation of Department goals, services and objectives; provide input concerning budget development.

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

Oversee and participate in composing and distributing a variety of correspondence related to credentialing and assigned activities.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; analyze credentialing needs and provide recommendations concerning computer system modifications; troubleshoot system problems and arrange for system maintenance and repairs.

Lead and participate in compiling, reviewing and analyzing a variety of technical and statistical data and information related to credentialing.

Approve a variety of credential applications and issue temporary certificates as appropriate.

Attend, conduct and participate in a variety of meetings, conferences and workshops.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

County Office credentialing services involved in assuring certificated personnel hold valid and appropriate credentials.

Advanced 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.

Fingerprinting and related live scan practices, requirements and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Policies and objectives of assigned programs and activities.

Principles of training and providing work direction.

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

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

**ABILITY TO:**

Oversee and participate in County Office credentialing services to assure certificated personnel hold valid and appropriate credentials.

Coordinate credential support services, record-keeping functions and document processing to meet County Office and school district credentialing needs.

Train and provide work direction and guidance to assigned personnel.

Provide consultation to certificated staff, administrators, applicants, school districts and others concerning credential eligibility, applications, requirements and procedures.

Monitor and assure proper placement and assignments of certificated staff.

Oversee fingerprinting and related live scan services.

Review, verify and evaluate credentials and related applications, transcripts, records and documents.

Assist certificated staff with obtaining and renewing credentials and changing credential status.

Coordinate the development and maintenance of the County-wide credentials data base.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

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Work independently with little direction.

Oversee and participate in the preparation and maintenance of various reports, records and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in human resources or related field and two years increasingly responsible human resources experience involving work with certificated personnel and 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.