

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

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

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Human Resources, perform a variety of complex technical duties in the monitoring of certificated assignments and renewals to assure compliance with State credential requirements; oversee the processing of applications and other documents to assure certificated personnel hold valid and proper credentials; train and provide work direction and guidance to assigned personnel.

#### **REPRESENTATIVE DUTIES:**

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

Perform a variety of complex technical duties in the monitoring of County Office and districts certificated assignments and renewals to assure compliance with State credential requirements; assure credentialing activities comply with established State guidelines, policies, regulations and procedures.

Oversee the processing of applications and other documents to assure certificated personnel hold valid and proper credentials for various County Office programs including Special Education, Alternative Education and the county-wide Regional Occupational Program; review staff lists to assure teachers are appropriately assigned; provide teachers with credential renewal information; maintain seniority lists; coordinate credentialing requirements for the Induction Program.

Train and provide work direction and guidance to assigned personnel; provide technical assistance to human resources staff concerning credential procedures and requirements.

Develop monitoring binders for the districts to be monitored the following year; correspond with the district technicians and resolve miss-assignment issues as needed; conduct on-site visits to review certificated assignment concerns and recommend corrective action for compliance via appropriate credentials or other legal options; maintain contact with school districts to assure personnel are current regarding credential requirements, rules and regulations; request data, reports and declarations.

Serve as Local Education Agency Advisor for adult education programs in the East Bay Area; advise and provide assessment of qualifications of prospective candidates for the Designated Subjects Adult Education Teaching Credential and process applications to the California Commission on Teacher Credentialing (CCTC); advise Vocational Education candidates for their preliminary credentials; prepare related correspondence.

Attend CCTC and other workshops, conferences and meetings, and review legislation and other publications to remain current regarding new laws, rules and regulations governing credentials; develop and implement policies and procedures to assure compliance with established laws, rules and regulations; conduct trainings and workshops related to new legislation or changes in legislation as appropriate.

**August 2005**

Compile information and prepare and maintain a variety of records and reports related to credential information, compliance issues and assigned activities; maintain credential records and appropriate automated system; submit annual State-mandated reports to appropriate agency according to established time lines; compose related correspondence, letters, memos, forms and other documents as needed.

Serve as a technical resource to County Office personnel, public and non-public school site staff, and children's centers and various outside agencies concerning credential authorizations, requirements and application procedures; conduct on-site training and workshops for district technicians and others as needed.

Operate a variety of office equipment including a computer and assigned software and other standard office equipment; drive a vehicle to various sites to conduct work.

Communicate with County Office personnel, school districts, colleges, universities, governmental agencies and various outside organizations to exchange information, coordinate activities and resolve issues or concerns.

**OTHER DUTIES:**

Serve as back-up to other credential staff as needed; review questions regarding applications and assignments.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Current laws, codes, regulations and rules related to credentialing.
- State of California credential requirements and procedures.
- Practices and procedures related to certificated personnel.
- Program standards related to the Designated Subjects program.
- Operations, policies and objectives relating to personnel activities.
- County Office organization, operations, policies and objectives.
- Oral and written communication skills.
- Technical aspects of field of specialty.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of State Education Code and other applicable laws.
- Principles of training and providing work direction.
- Record-keeping and report preparation techniques.
- Operation of a computer and assigned software.
- Public speaking techniques.

**ABILITY TO:**

Perform a variety of complex technical duties in the monitoring of certificated assignments and renewals to assure compliance with State credential requirements.

Oversee the processing of applications and other documents to assure certificated personnel hold valid and proper credentials.

Train and provide work direction and guidance to assigned personnel.

Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures.

Serve as a technical resource to County Office personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures.

Maintain current knowledge of laws, rules and regulations governing credentials.

Develop and implement procedures to assure compliance with established laws, rules and regulations.

Verify and evaluate transcripts, records and applications to determine eligibility for credentials.

Compile and verify data and prepare reports.

Prepare and maintain various records and reports related to assigned activities.

Prepare and conduct effective oral presentations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Operate a variety of office equipment including a computer and assigned software.

Meet schedules and time lines.

Plan and organize work.

Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree in a related field and three years increasingly responsible human resources experience including two years experience processing credentials.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Drive a vehicle to various sites to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.