

SANTA CRUZ COUNTY OFFICE OF EDUCATION

SENIOR 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 transcripts and 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.

Maintain and update computerized data records of all credentials and their expiration date; notify certificated personnel of impending expirations; monitors payroll records to ascertain proper credentialing.

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 and the State Department of Education concerning credentialing procedures and concerns; stay abreast of laws, rules and regulations affecting credentialing procedures and requirements.

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; advises administrators and teachers of potential deficiencies in credentials assist school districts in resolving misassignments; report unresolved misassignments as necessary.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

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.

Fingerprint applicants for a background check and complete reference checks for COE applicants.

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.

Maintain supply levels; order, store and issue supplies and materials pertinent to the functions of assigned operational unit.

Schedule and coordinate quarterly safety meetings; distribute safety related materials to all COE staff.

Assist in processing and monitoring Workers' Compensation claims.

Assist and coordinate emergency preparedness fire, earthquake and hostile intruder/lockdown drills in order to achieve a competent level of emergency preparedness.

Prepare and distribute Employee Recognition Awards.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Coordinate staff ergonomic evaluations; order and track all ergonomic items as recommended by the Loss Control Coordinator.

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 and software.

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 and applicable software programs.

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.

Skill and Ability to (continued):

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 human resources, business administration or a related field.

Experience:

Two years of technical and clerical experience in the Human Resources field.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

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.

While performing the duties of this job, the employee is regularly required to stand and to sit, use hand to finger, handle or feel; reach with hands and arms; talk and hear. Frequently required to walk; occasionally may be required to move, carry or lift up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: June, 1994

Revised Approval Date: December, 2010

Revised Approval Date: June, 2014

Revised Approval Date: June, 2019