

JOB DESCRIPTION  
March 2016

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

## CREDENTIALS ANALYST

**General Purpose:**

A Credentials Analyst is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Credentials Analyst performs complex and specialized technical assignments to assure the possession of valid, appropriate credentials for each person employed in a certificated position in the county school districts and the County Office of Education (COE) for the purposes of authorized assignment and receiving pay; provides information, assistance and training to individuals regarding credential requirements; maintains and operates the Placer County fingerprint consortium; establishes and implements procedures for State mandates including assignment-monitoring; ensures compliance with the Education Code and acts as a liaison between the California Commission on Teacher Credentialing (CTC) and all personnel and agencies. Works with COE staff disseminating information and assists in assuring compliance and accuracy for systems and data related to various platforms. Requires constant contact and fostering relationships with employees, applicants, district personnel, administrators, universities and numerous state agencies.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Processes credential applications for certificated employees of Placer County Office of Education (PCOE) and all districts within the county and analyzes the education and experience of credential applicants in meeting all the state and federal requirements.
- Advises prospective teachers, administrators, district personnel and the public on credential matters regarding education, exams, subject matter competency, laws and all current updates.
- Maintains systems related to credentialed substitute personnel; creates and maintains a county fingerprint consortium; oversees the scheduling and operation of live scan machine in providing clearance services to applicants through Placer County; receives initial fingerprint results and subsequent arrest information from the Department of Justice (DOJ); and reviews and interprets data related to applicant background.
- Disseminates and explains restricted, highly confidential information as appropriate and coordinates district review of responses and DOJ reports as is necessary; interprets and provides explanation on live scan practices and procedures to county office and district staff, as well as the public.
- Facilitates ongoing training and updates information as it relates to all changes in the credential process.
- Prepares temporary county certificates upon review and evaluation of all requirements having been properly met and provides ongoing assistance to district contacts for this procedure.
- Monitors and compiles reports to appropriate state agencies on certificated assignments of all staff in Placer County and provides assistance in the correction of misassignments within state guidelines; interprets state statutes and regulations regarding assignment practices of the county and its districts for the purpose of legal compliance; and researches and makes recommendations on rules, regulations and laws for the proper adherence to state statutes.
- Serves as a county resource regarding all credential matters; fosters good communication with all applicable parties and agencies.

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- Processes credential renewals for individuals to the CTC. Receives and responds to duplicate letters to all Placer County applicants from the CTC in regards to rejected applications for credentialing. Maintains a database in recording and tracking information from All Points Bulletins, State License Match System, and other alerts issued by CTC, in regards to denials, suspensions, revocations and notice of delays.
- Conducts employment screening and recruiting process for the county and school districts.
- Oversees financial charts and records for live scan service; and provides accurate information to PCOE's business office as it relates to the clearing of credentials to release pay.
- Attends meetings and workshops for the purpose of staying current with changes in credential requirements and legislation; maintains frequent contact with representatives of other County Offices of Education, school districts, colleges, universities and state agencies.
- Works with PCOE and provides technical expertise for staff for programs sponsored by PCOE.
- Performs downloads and imports of credentials and tables from CTC for the purpose of transferring information to PCOE database and systems.
- Executes credential audits and works to resolve pay holds for all districts, for all payrolls.
- Facilitates Department of Justice (DOJ) No Longer Interested (NLI) automated process for annual cleanup.
- Monitors Org 55 (Consortium) automated process maintenance for updating on annual participation of Fingerprint Consortium.
- Prepares data summary report on Temporary County Certificates (TCCs) for Board of Education information.
- Performs complex monitoring for County-wide Special Education certification requiring knowledge and access to the SEIS database to provide information to the districts.
- Maintains Aeries database with certificated staff and No Child Left Behind (NCLB) information.
- Coordinates information for accurate reporting in California Longitudinal Pupil Achievement Data System (CALPADS).
- Works in assisting and completing mandated agency/state/federal reports for various PCOE departments including California Teachers Association (CTA), Civil Rights, Focus Program (Alternative Education), and Equitable Distribution Monitoring System.
- Completes School Accountability Report Card (CDE) in specific related areas.
- Completes various department projects, including but not limited to Escape database, and State Teacher's Retirement System (STRS) budgeting and health benefits.

### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- High school diploma or equivalent.

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### **Experience:**

- Two years specialized experience in credential processing and monitoring preferred.
- Experience in an educational setting in Human Resources preferred.

### **Knowledge, Skills and Abilities:**

- Knowledge of PCOE program standards and procedures and applicant eligibility.
- Knowledge to answer and resolve the more difficult questions or problems regarding certification.
- Knowledge of any and all new legislation and CTC changes and updates and ability to implement them and instruct others on how to do so in a timely manner.
- Skills in providing assistance to individuals required to be certified to work in a public school and/or the County Office of Education.
- Skills to employ excellent analytical abilities and to problem-solve.
- Skills and ability to maintain excellent attention to detail, time management and follow-up, high sense of urgency, and handle multiple projects concurrently.
- Skills to instruct or train others in matters relating to certification.
- Ability to work appropriately with confidential information on a continuous basis.
- Ability to be self-motivated and work independently as necessary.
- Ability to remain current regarding legislation and CTC changes and updates.
- Ability to apply laws and rules in a variety of circumstances.
- Ability to work with varied groups and individuals in a professional, courteous manner.
- Ability to navigate through current PCOE operating system.
- Ability to maintain database information and retrieve data for reporting.
- Ability to monitor numerous time lines and work well under pressure.
- Ability to type from clear, legible copy.

### **Required Testing:**

- Applicants may be tested.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate for 45 net words per minute issued within the last two years.
- Ability to obtain a Department of Justice certificate to perform live scan fingerprinting.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.

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- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

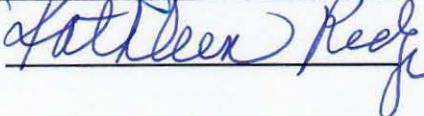
Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 33.5

Reviewed and Approved:

Supervisor:  Date: 3/21/16  
Human Resources:  Date: 3/21/16