



## SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road  
Post Office Box 213030 • Stockton, California 95213-9030  
Telephone (209) 468-4800

# Job Description

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**POSITION TITLE:** *Credentials Analyst* # 2185

**SALARY PLACEMENT:** Range B, Classified/Confidential Salary Schedule

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**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Equivalent of the completion of the twelfth grade, plus secretarial training or business/computer courses obtained through a community college or trade school. Experience of a closely related nature may be substituted.

**DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

*Macintosh computer skills, including Microsoft Word, Excel, and PageMaker applications.*

**MINIMUM EXPERIENCE:**

Three years of varied and progressively responsible clerical/technical experience in a personnel management department or related experience.

**DESIRABLE EXPERIENCE:**

*Experience working in a personnel and/or credentials office of a school district or county office of education. Knowledge of federal and state laws regarding personnel management.*

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Typing/word processing at a minimum of 50 wpm. High-level computer skills. Understand, interpret, and apply California Education Code and Title V regulations related to teacher certification and certificated assignment practices. Analyze situations accurately and adopt effective course of action. Make appropriate recommendations based on logical and justifiable reasoning. Maintain accurate records and files. Ability to carry out complex oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence with minimum direction. Be flexible and receptive to change.

**SUMMARY OF POSITION:**

Under general direction of Manager, Credentials and Certificated Personnel, performs a wide variety of specialized duties related to the review and processing of credential applications; advising individuals and school districts on credentialing requirements as set forth by the California Education Code and Title V regulations, and the California Commission on Teacher Credentialing; corresponding with the California Commission on Teacher Credentialing

Credentials Analyst

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**SUMMARY OF POSITION: (CONTINUED)**

and school districts; and maintaining related records and files. Has extensive dealings with the public and school personnel. Does related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Act as a resource to provide information and clarification to SJCOE staff, school districts, credential applicants, and other interested parties concerning the California Education Code and Title V requirements, laws, and regulations, and the California Commission on Teacher Credentialing regulations pertaining to certification.
2. **Advise credential applicants on proper procedures in completing credential applications.**
3. Receive and process new and renewal credential applications for a variety of credentials, certificates, permits, and waivers.
4. Evaluate transcripts and credentials for out-of-state applicants and advises applicants of California certification, testing requirements and qualifications.
5. Review Temporary County Certificate requests and determine applicant's eligibility for certification; issue/cancel Temporary County Certificates as necessary.
6. Audit computer-generated certification and assignment reports to determine compensation eligibility of certificated employees; withhold approval of pay warrants for county and SJCOE certificated staff who do not hold valid credentials.
7. Advise districts of impending expirations and time lines for extension/renewals.
8. **Provide technical assistance regarding credentialing problems and requirements for District Personnel, SJCOE staff, and the public.**
9. **Act as a liaison between school districts, credential applicants, and the California Commission on Teacher Credentialing, summarize and disseminate certification and assignment information.,**
10. Supervise and direct Credentials Technicians and Credentials Clerks, and other staff as necessary.
11. Process letters of intent to return/improve and reasonable assurance for SJCOE certificated staff. **Provide salary placement and returning employment information to proper departments for budget report completion and certificated staff placement.**
12. Maintain the personnel files of SJCOE certificated staff including the monitoring of unit verification for proper salary placement; certificated assignments; expiration of certificated staff credentials; and follow-up on pending documents required in all certificated personnel files.
13. Ability to access Payroll information and communicate effectively with the SJCOE Department of Information Technology Programming Staff to generate reports.
14. Evaluate eligibility for Preliminary Designated Subject Adult and Vocational Credentials. Verify documentation and forward to Northeastern California Regional Consortium for recommendation to the California Commission on Teacher Credentialing. Advise applicants on renewal requirements and appropriate renewal course work. Follow up with Northeastern California Regional Consortium on applicant qualification status.
15. Research credential applications rejected by the Commission on Teacher Credentialing and the Northeastern Consortium and notify appropriate district of rejected applications.
16. Provide information to school district personnel, SJCOE personnel and the general public regarding examinations relating to teacher certification.
17. Maintain and update credential registration records while maintaining confidentiality of credential files.
25. Answer telephone calls; handle visitors; receive and relay messages; handle requests for information and assistance.

**ESSENTIAL FUNCTIONS: (CONTINUED)**

19. Attend to administrative and clerical details utilizing initiative, problem analysis techniques, good judgment and confidentiality.
20. Type correspondence and notices with minimum direction; prepare materials and reports as needed.
21. Maintain records and documents.
22. Prepare a variety of communicative subject matter that may include privileged and highly sensitive material.
23. Maintain strict confidentiality on all job-related matters.
24. Make mathematical calculations with speed and accuracy.
26. Operate a variety of office equipment including typewriters, printers, calculators and copiers.

**ESSENTIAL FUNCTIONS: (CONTINUED)**

26. Perform other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.