



**SJCOE**  
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## Job Description

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<b>POSITION TITLE:</b>	<b>Human Resources Credentials Specialist</b>	<b>#2448</b>
<b>SALARY PLACEMENT:</b>	<b>Classified/Confidential Salary Schedule Range 5</b>	

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### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess a Bachelor’s Degree and/or experience that demonstrate expertise in California Credentialing Practices and Regulations. Completion of training sponsored by the California Commission on Teacher Credentialing. Experience of a closely related nature may be substituted. A minimum of two years of increasingly responsible experience in administering personnel and credential policies and procedures in a school district or county office of education.

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

Completion of the Credentials Academy or ACSA Personnel Academy. Experience working with the Escape Human Resources Software System.

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

Knowledge of: Principles, methods and practices related to personnel procedures, Federal and State laws, California Education Code, departmental policies and procedures. Establish and maintain cooperative working relationships; and to prepare correspondence with minimum direction. Possess a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties. Must be available to travel as required locally, throughout California and out-of-state.

Analyze credential and permit applications for districts and applicants within San Joaquin County. Respond promptly to requests of internal and external clients. Provide needed information, assistance, training, materials, and resources. Plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files. Perform duties requiring independent judgment and initiative under the stress of strict deadlines. Possess advanced computer skills. Communicate effectively with others, demonstrating tact, diplomacy and sensitivity to their concerns both orally and in written form. Establish and maintain cooperative-working relationships with those contacted during performance of job duties. Willingness to work with numerous interruptions and distractions. Be flexible and receptive to change.

### **SUMMARY OF POSITION:**

Under the direction of the Coordinator II, Human Resources, perform a wide variety of specialized duties related to the review and processing of credential applications/renewals.

### **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. Researches and draws meaningful conclusions from complex credentialing codes, rules, laws and regulations for the purpose of informing others about credential requirements.
  3. Assist and provide backup coverage of the Escape payroll credential audit for processing of Regular and Supplemental payrolls and hold pay warrants if no credential exists or the individual has an expired credential; maintains electronic credential information system.
  4. Reviews college transcripts for the purpose of determining compliance regarding qualifications for teaching and supplemental credentials within the Education Code.
  5. Review Temporary County Certificate requests and determines applicant's eligibility for certification; issue/cancel Temporary County Certificates as necessary.
  6. Independently composes letters, memoranda, reports, documents, surveys and charts regarding credentials for the purpose of providing information to staff, applicants, and the general public.
  7. Processes credential applications to the California Commission on Teacher Credentialing for the purpose of insuring that teacher candidates are properly credentialed for their assignment.
  8. Provides technical support and training as requested.
  9. Attends recruitment fairs for the purpose of providing human resources/credentialing information to teacher candidates and attends work-related workshops/conferences.
  10. Maintain strict confidentiality on all job-related matters.
  11. Gather, review, and compile information and prepare accurate and comprehensive reports and surveys with deadlines as assigned.
  12. Plan, develop, and implement office procedures.
  13. 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.

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