



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION CREDENTIALS ANALYST

### DEFINITION:

Under supervision of the Executive Director, Human Resource Services, this position is responsible for clearance and document maintenance of all certificated, licensed and permitted personnel throughout Tehama County

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Assist and provide current information on credentials to applicants, teachers and school district personnel in Tehama County
- Evaluate, prepare and submit credential applications to the California Commission on Teacher Credentialing (CTC).
- Conduct annual assignment monitoring of Tehama County Districts per current regulations and procedures.
- Maintain credential information on computer database and produces appropriate reports and submit annual monitoring report to CTC each year.
- Oversee the evaluation of all substitute teacher applications and the preparation of a timely list of available personnel to all school districts.
- Register credentials and maintain records for all credentialed, licensed and permitted personnel employed in Tehama County.
- Assist the districts in ensuring that teachers have a credential for the assignment in which they are qualified.
- Participate, coordinate, and present, as appropriate, at staff development and support programs, including state credential workshops.
- Attend state CTC meetings and other appropriate seminars and workshops to ensure compliance with the latest legislation and regulations regarding credentialing. Communicate with districts when there are significant changes.
- Plan and facilitate an entry-level credential workshop for the northern counties and districts when appropriate.
- Communicate effectively and timely with CTC, universities, school districts, other county offices and out-of-state applicants regarding all aspects of credentialing.
- Work collaboratively with credentials technician backup to develop efficient client-centered processes for maintaining records and completing reports.
- Responsible for acquiring fingerprint clearances of school personnel and maintaining records for the county.
- Performs other office duties as assigned.
- Drive occasionally for department business (optional).

### EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by training in secretarial skills or relevant computer software applications programs.
- Three years of increasingly responsible secretarial experience.

### KNOWLEDGE OF:

- Federal and state statutory regulations, policies and procedures applicable to credentialing, licensing, and obtaining child development permits in the State of California.



Tehama County Department of Education  
Job Description  
Credentials Analyst

Official: ND  
Effective: 09/18/18

- Computer applications related to the work, including word processing, database and spreadsheet software.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work. Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- English usage, grammar, spelling, vocabulary, and punctuation; business arithmetic and basic statistical techniques.
- Principles and practices of data collection and report preparation.

ABILITY TO:

- Maintain confidentiality.
- Work independently with a minimum of guidance and supervision, Ability to follow oral and written directions.
- Must have personality to maintain human working relationships and collaborative interactions with others, with county office staff and district/school staff.
- Respond to and effectively prioritize multiple tasks, phone calls, customer requests and other miscellaneous demands as necessary for assigned responsibilities.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Typing at a level necessary for expected job performance.
- Exercise good judgment and make decisions.
- Keep accurate records.
- Work with numerous interruptions and distractions.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

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**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: Noelle DeBortoli

Date: September 18, 2018