



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

CREDENTIALS/HUMAN RESOURCES ASSISTANT

DEFINITION:

Under general supervision this position performs specialized and technical functions and activities to manage and maintain the substitute pool for Tehama County teachers, provide credentials support in processing credentials applications, and support to the Human Resources Department.

ESSENTIAL FUNCTION 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.

SUBSTITUTE SERVICES

Maintains the county-wide Substitute Teacher Consortium assuring all active substitutes have a current, valid credential and employment documents on file; processes application packets, assisting applicants with all required documents to become a substitute; handles telephone inquiries and walk-in traffic regarding substitute teaching qualifications and the application process; makes recommendations upon request to districts regarding possible long-term substitutes; maintains accurate and up-to-date data base and provides monthly substitute list to all districts in Tehama County;

CREDENTIAL PROCESSING

Provides information and assistance to the Credentials Analyst in the processing of credential applications; reads, interprets, researches, explains, applies and communicates State and Federal laws and California Commission on Teacher Credentialing (CCTC) rules, regulations, policies and procedures; evaluates application packets insuring completion and compliance with appropriate regulations; evaluates transcripts, experience and training of candidates for credentials and permits, including vocational and designated subject credentials; assists with submissions for issuance of various types of credentials in compliance with state laws and the regulations of the CCTC; grants temporary county certificates to applicants for the Substitute Consortium;

DEPARTMENT SUPPORT

Perform live scan fingerprinting for the purpose of electronically capturing fingerprint images and accompanying data for transmission to the Department of Justice; works as a team member of the Human Resources department and serves as a back-up to other positions within the department during periods of peak workload or times when short staffed; insures that employment laws, regulations, and rules are strictly followed; provides support in the completion of various human resources office projects including, but not limited to, creating forms, compiling packets, maintaining files, preparing correspondence; responds to inquiries and provides information and assistance to employees, job applicants, and the general public; attends meetings, conferences and seminars with various Human Resources and Credential Network groups training for the purposes of staying current; perform additional tasks as assigned.

EDUCATION AND EXPERIENCE:

Formal and informal education at a level sufficient to provide the ability to understand and perform duties comparable to the complexity of those listed herein. Progressively responsible complex clerical work experience, preferably with experience in the credentialing field and Human Resources department of a school district, county office of education or university.



Tehama County Department of Education
Job Description
Credentials/Human Resources Assistant

KNOWLEDGE OF:

Basic California credentialing regulations and statutes; California Education Code; principles of general Human Resources practices and procedures in an educational or governmental agency; correct English usage, grammar, spelling, punctuation and vocabulary; record keeping and filing systems; effective telephone techniques; computer systems.

SKILL AND ABILITY TO:

Understand and carry out oral and written instructions; participate in orientations with employees in a group setting; prepare and present clear and concise reports; plan, organize, and complete a variety of projects; maintain the security and confidentiality for specified records and information; prioritize and coordinate work flow and timelines so as to meet established deadlines or due dates; collect, interpret and analyze data as well as identify potential problems; establish and maintain effective work relationship with those contacted in the performance of required duties; interpret, explain, and apply Human Resources policies, laws, rules, and regulations; input data accurately at a rate required for successful job performance; read, interpret, research, explain, and apply state laws and CCTC rules, regulations, policies and procedures; work with minimal supervision; operate standard office equipment including computer, printer, copy machines, fax and calculator; effectively utilize computer and computer technology for information management and data gathering; utilize time management techniques to organize and prioritize work; compose correspondence; use word processing, create spreadsheets, and maintain data bases; communicate with diverse groups.

PHYSICAL DEMANDS:

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

Created: September 12, 2022 Revised: N/A

APPROVED

Print Name: Chinny Clawson Title: Director, Human Resource Services