

ORANGE UNIFIED SCHOOL DISTRICT

CREDENTIALS ANALYST II

DEFINITION

Under direction, to perform lead specialized and technical function in the credential program for certificated employees to apply for and maintain the proper credential program for certificated employees to apply for and maintain the proper credential to provide service in the District: to interpret legal mandate and Commission on Teacher Credentialing rules and County Office guidelines concerning certificated service in Orange County: to assist in the planning, organization and coordination of the professional growth program for certificated employees to assist in the employee employment process, to assist in the planning organization, development, and maintenance of a personnel record management, storage, and retrieval system; and to do other related functions as directed.

ESSENTIAL DUTIES

- Receive, review, and analyze credential applications to determine service eligibility.
- Process or assign and provide instruction as to the appropriate certification process steps and procedures.
- Process Temporary County Certificate requests, and certify that the requirement for the service credential has been met.
- Counsels applicants regarding technical credential requirements, and the requirements to renew expiring credentials.
- Receive, review, analyze college and university transcripts to determine credential eligibility and service assignments.
- Represent the District in workshop and in service meetings to remain current on legislation guidelines and regulations governing credential processing.
- Interpret laws, rules and regulations concerning changes in certification requirements including the preparation and distribution of informational bulletins and memoranda.
- Prepare and maintain manual and automated credential record systems concerning the certificated employees' credential history and personnel record management detail.
- Survey, inquire and collect data to verify and validate that certificated employees are properly credentialed and assigned.
- Assign, direct, monitor, train and coordinate the clerical support concerning the employee credentialing and personnel management program.
- Aide in the planning of programs designed to ensure compliance with professional growth programs and legal mandates concerning the the certification process.
- Assist in the conduct of a variety of research function in the conduct of studies, surveys and evaluation processes pertaining to personnel management operational processes, affirmative actions and fair employment practice programs.
- Aide in the planning, organization, and conduct of personnel orientation and staff development training programs.

QUALIFICATIONS

Knowledge of:

Practices, methods, trends, strategies, and techniques pertaining to certificated employee certification and personnel management programs;

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Methods, procedures, and techniques of organization and planning;
Practices, procedures, and techniques pertaining to automated personnel record management, storage and retrieval systems;
Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to certification and personnel management programs.
Safe working methods and procedures.

Ability to:

Effectively and efficiently plan, organize, and coordinate employee certification and personnel management processes;
Plan, organize, and implement a variety of personnel record management functions;
Effectively use a variety of computer hardware and application software in the development, implementation, and maintenance of personnel record management systems;
Type or keyboard at a net corrected speed of 50 words per minute;
Analyze, review, abstract, and compile personnel management reports;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

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 a portion of the time, but will 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.

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:

Experience:

Three years of responsible and technical personnel management experience, including two years of experience in performing employees credential analysis functions.

Education:

Equivalent tot the completion of the twelfth grade, supplemented by twelve units of course work at the Community College level and training in personnel management, automated data management systems, or a closely related field.