

CREENTIAL ANALYST

DEFINITION

Under direction, performs specialized and technical functions in the credential program for certificated employees to apply for and maintain the proper credential to provide service in the District; interprets legal mandates and Commission on Teacher Credentialing rules and County Office guidelines concerning certificated service in San Bernardino County; plans and organizes the professional growth program for certificated employees; assists in the employee employment process; assists in the planning, organization and coordination of the District personnel management program; assists in the planning, organization, and conduct of recruitment, selection, and employment processes; assists in the planning, organization, development, and maintenance of a personnel record management, storage, and retrieval systems; performs other related functions as directed.

ESSENTIAL DUTIES

- receives, reviews, and analyzes credential applications to determine service eligibility
- processes, or assigns and provides instructions as to the appropriate certification process steps and procedures
- processes Temporary County Certificate requests, and certifies that the requirements for the service credential have been met
- counsels applicants regarding technical credential requirements, and the requirements to renew expiring credentials.
- receives, reviews, and analyzes college and university transcripts to determine credential eligibility, and service assignments
- represents the District in workshops 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
- prepares and maintains manual and automated credential record systems concerning the certificated employees' credential history, and personnel record management detail
- surveys, inquires, and collects data to verify and validate that certificated employees are properly credentialed and assigned
- assigns, directs, monitors, trains, and coordinates the clerical support concerning the employee credentialing and personnel management program
- aids in the planning of programs designed to ensure compliance with professional growth programs and legal mandates concerning the certification process
- assists in the conduct of a variety of research functions in the conduct of studies, surveys, and evaluation processes pertaining to personnel management operational processes, affirmative actions, and fair employment practice programs
- aids in the planning, organization, and conduct of personnel orientation and staff development training programs
- actively participates in the certificated personnel recruitment and selection process, including the planning of travel and lodging of staff participating in job fairs, out-of-state and in-state recruiting activities

QUALIFICATIONS

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

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; 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.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

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

EXPERIENCE AND EDUCATION

Experience: Four years of responsible and technical personnel management experience and/or credential analysis experience; experience in performing employee credential analysis functions preferred.

Education: Verification of a High School diploma, GED certificate, or a higher degree; possession of an Associate of Arts degree is preferred, with coursework or training in the following areas: human resources/personnel management, automated data management systems or a closely related field.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License

Condition of Employment:

Insurability by the District's liability insurance carrier