

## ORANGE UNIFIED SCHOOL DISTRICT

### CREDENTIALS ANALYST

#### DEFINITION

Under general supervision, to perform responsible and technical functions in the credential program for certificated employees; to perform complex technical tasks pertaining to personnel services operations; to assist certificated employees in apply for and maintain the proper credentials to provide service in the District; to aid in interpreting legal mandate and Commission on Teacher Credentialing rules, and County Office guidelines concerning certificated service in Orange county; to assist in the employee employment process; to participate in the planning, organization, development, and maintenance of a personnel record management, storage, and retrieval system; and to do other related functions as required.

#### ESSENTIAL DUTIES

- Receive, review, and analyze credential applications to determine service eligibility;
- Process temporary county certificate requests, and certify that the requirements for the service credential have been met;
- Assist certificated 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;
- Attend workshops and in service meetings to remain current on legislation, guidelines, and regulations governing credential processing;
- Prepare and maintain manual and automated record systems concerning certificated employee credential history and personnel record management detail including the establishment and maintenance of permanent personnel records and files;
- Assist in the collection of data to verify and validate that certificated employees are properly credentialed and assigned;
- Aid in the planning of programs designed to ensure compliance with professional growth programs and legal mandates concerning the certification process;
- Provide information to payroll regarding certificated employees and salary changes;
- Prepare a variety of complex reports, tables, financial data, job fliers, or documents;
- Provide employment verification;
- Explain and interpret facts and policies to other employees and the public about certificated personnel procedures;
- Answer the telephone and gives authoritative information to the public and staff.

#### QUALIFICATIONS

##### Knowledge of:

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

Practices, procedures, and techniques pertaining to automated personnel record management, storage, and retrieval systems;

Legal mandates, policies, regulations, and operational procedures and guideline pertaining to certification and personnel management programs.

Safe working methods and procedures.

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### **CREDENTIALS ANALYST**

#### Ability to:

Effectively and efficiently participate in the planning and organization of the employee certification and personnel management processes;  
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 wpm;  
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 apportion of the time, but will involve walking or standard 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 the 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:

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

#### Education:

Equivalent to the completion of the twelfth grade, supplemented by course work and training in personnel management, automated data management systems, or a closely related field.