

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS SERIES TITLE: CREDENTIAL SERVICES SPECIALIST I/II

BASIC FUNCTION:

Prepares and issues temporary certificates as mandated by Education Code to authorize service in the school districts of Santa Clara County

Provides information and clarification to students, administrators, credential applicants, and other interested parties concerning credential requirements, regulations, education code, and Title V regulations

Confers with other County Office of Education personnel, district and internal staff, the Commission on Teacher Credentialing, and other agencies regarding problems and changes in regulations concerning certification requirements, staff placements, and viable alternatives

Explains charges and fees relating to credential processing; collects and records appropriate fee transactions

Receives, records, and maintains records and supporting documents of all credentials/permits

Assists in the development of work unit procedures, policies, and practices

Provides source for legislative bills and materials and educational matters for all requesting agencies and individuals

Remains abreast of credentialing, permit and licensing requirements in accordance with Title V, education code and other applicable laws, rules and regulations

Operates desktop computer and other peripheral equipment to enter, edit, process, and maintain a countywide credentials database as mandated by law for payroll purposes.

Participates and attends certificated recruitment, credential workshops, and other related events as assigned

Prepares and develops correspondence, memorandums, and forms as related to assigned functions

Audits school district certificated personnel assignments to ensure proper credentials

May fingerprint employment candidates, and other persons seeking employment credentialing or licensing; operates live scan equipment; and collects appropriate fees

Performs related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:

demonstrates possession of knowledge, skill ~~abilities~~ detailed above. A typical qualifying background would include three years human resources clerical/technical experience related to credentialing, recruitment, selection or employment. Experience must include maintaining computerized records, and interpreting and applying complex laws, rules and regulations. Experience providing technical leadership is desirable. College level course work in human resources, public administration or a related field may be considered partial fulfillment of the work experience requirement.

WORKING CONDITIONS:

Generally, duties are primarily performed in an office environment while sitting at a desk. Incumbents are subject to contact with or constant interruptions by staff, employment candidates and/or employees.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting for extended periods; dexterity of hands and fingers to operate a computer keyboard and other office equipment; walking, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve store files and supplies; lifting light objects.

BARGAINING UNIT: Office, Technical and Business Services (OTBS) Unit

Approved by Personnel Commission: October 1989; Re-Approval: August 26, 1986, January 1989; July 5, 2000; April 28, 2005; June 11, 2009; December 9, 2015

Kristin Olson
Director-Classified Personnel Services

Date: 12/21/15