



PERSONNEL COMMISSION

Class Code: 3343
Salary Range: 24 (C1)

CREDENTIAL SERVICES SPECIALIST

JOB SUMMARY

Under the direction of an assigned supervisor, perform a variety of technical duties to assure certificated personnel possess valid and appropriate credentials for their assignment and are paid at the appropriate level; monitor certificated assignments, salary levels, applications and renewals to assure compliance with credential requirements; provide information and assistance to individuals regarding the processing of credential applications and salary placement.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of technical duties to assure certificated personnel hold valid and appropriate credentials for their assignment and are paid at the appropriate level; advise administrators of misassignments and salary placements; maintain confidentiality of privileged and sensitive information related to personnel matters. **E**
- Receive and process new and renewal credential and permit applications; review applications for completeness and accuracy; distribute credential paperwork to applicants; accept appropriate application fees; determine need for fingerprinting for new hire certificated employees. **E**
- Analyze and attach supporting documentation to applications; duplicate necessary forms and materials; complete evaluation worksheet and necessary paperwork; input application information into computerized database for tracking and reporting purposes; mail applications to the Commission on Teacher Credentialing (CTC). **E**
- Provide assistance, advice and information to applicants, District employees and certificated personnel concerning current laws and requirements pertaining to a variety of credentials issued by the CTC, and District salary policies and procedures; advise employees concerning credential forms. **E**
- Perform a variety of duties related to salary placement and adjustment; document career increments, JROTC salaries, longevity pay, administrative salary placement; assure professional training forms are completed; process salary adjustments for various additional stipends including Head Librarians, Department Heads, CDC and Head Start. **E**
- Evaluate transcripts and records to determine eligibility for credentials; notify employees regarding missing items; advise out-of-state applicants regarding credentialing requirements; recommend eligibility of applicants to appropriate administrator. **E**
- Review and verify college and university transcripts of applicants and current employees

to determine salary schedule placement according to District guidelines and collective bargaining agreements; calculate employee salaries; review employment experience and recommend salary credit as appropriate. ***E***

- Receive lists of temporary contract employees and vacancy assignment forms; verify type of credential held and expiration data utilizing various databases; determine if credential authorizes their assignment and if employee is eligible for regular contract status; notify administrators of eligibility and additional credentialing requirements; compile related reports. ***E***
- Distribute additional professional training forms to employees to request information regarding courses taken in or outside of the District; update files and adjust salaries. ***E***
- Audit and update personnel files for contract status, years of service, credentials and proper salary placement; review credentials of certificated employees to assure credentials meet current requirements for renewal; notify employees of expiration of credentials. ***E***
- Complete career increment placement; calculate additional amounts for department heads, head librarians, Head Start teachers and others; process master teacher stipends and substitute longevity pay. ***E***
- Assemble confidential and sensitive information related to credentials and salaries; prepare and maintain personnel files, records and folders. ***E***
- Prepare, maintain and submit a variety of records and reports pertaining to assigned activities; compose correspondence, letters, memos, forms and other documents as needed. ***E***
- Initiate and receive telephone calls concerning credential and salary issues; greet and assist visitors; conduct research as needed to obtain pertinent information; verify receipt of materials from applicants. ***E***
- Serve as a liaison between individuals, the District, the County Office of Education and the CTC. ***E***
- Operate a variety of office equipment including a fax machine, copier, scanner, calculator, computer and assigned software; drive a vehicle to job fairs, conferences and meetings. ***E***
- Participate in and oversee the preparation of special projects as directed.
- Attend and participate in workshops and job fairs related to assigned activities to maintain current knowledge of laws, codes rules and regulations related to personnel services.
- Provide assistance to clerical staff as assigned; assist with the scanning of documents and serve as a receptionist as necessary.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Credential Services Specialist classification are distinguished from the secretarial or personnel clerical classes by the unique requirement to review, obtain and process school credentials and to provide information related to the certification and registration of individuals and related documentation.

EMPLOYMENT STANDARDS

Knowledge of:

Current laws, codes, regulations and rules related to credentialing and compensation.
Practices and procedures related to certificated personnel.
Operations, policies and objectives relating to personnel activities.
Organization and functions of the CTC.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Certificated payroll procedures.
Bargaining unit contracts and salary schedules.
District organization, operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Basic math.
Telephone techniques and etiquette.

Ability to:

Provide technical information and assistance to others concerning employment policies and personnel transactions related to credentials and other human resources matters.
Read, interpret, apply and explain applicable laws, rules, regulations and policies related to credentialing and salary placement.
Review transcripts and work experience and make appropriate salary placement.
Monitor credential status of certificated personnel and audit and update personnel files.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Maintain current knowledge of applicable laws, codes, rules and regulations.
Understand and follow oral and written instructions.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Maintain confidentiality of sensitive and privileged information.
Complete work with many interruptions.
Operate office equipment including a computer.
Answer telephones and greet visitors courteously.

Education and Training:

Associate's degree with course work in business administration, human resources management or a related field.

Experience:

Three years of experience involving frequent public contact and processing or reviewing documents for compliance with complex policies and procedures or one year of experience with LBUSD as a Human Resources Technician.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.