

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 1993
FISCAL/CLERICAL SERIES
RANGE: 48.5
CLASSIFIED
CODE: 2

CREDENTIALS ANALYST

DEFINITION

Under direction, to perform a variety of responsible and technical human resources clerical functions and activities;

to provide guidance to school administrators on assignment/mis-assignment practices in schools operated in Kern County;

to assist in the application and renewal of credentials allowing service in Kern County;

to assist in the planning, organization, development, and maintenance of a comprehensive human resources record management, storage, and retrieval system;

to do other related functions as directed.

EXAMPLES OF DUTIES

Performs a variety of technical human resources clerical functions, including County Schools employee certification analysis and processing, and other related functions and activities;

performs on-site audit of school district certificated assignment practices;

provides technical information to school district administrators regarding proper assignment practices;

reviews certification applications, and advises applicants regarding certification requirements;

assists in the certification process by gathering required materials, such as transcripts, work experience verification, medical clearance, fees and other documents;

maintains a complex data management, storage and retrieval pertaining to the certification of all County Schools employees;

issues clearance documents to allow certificated service in the County;

reviews monitors and audits notice of employment documents to ensure that the employee is authorized to serve in the capacity indicated in the employment documentation;

establishes a credential information library, and provides informational flyers concerning credential requirements and information regarding the application procedures;

assists County managers and supervisors by supplying them with employee certification eligibility lists, and listings concerning those employees requiring certification renewal;

supplies information pertaining to the CBEST dates, and the materials to aid them in obtaining a test reservation;

plans, organizes and conducts inservice training programs regarding credential acquisition and renewal procedures;

reviews and preliminarily screens certificated employee candidates applications to ensure application completeness and that applicants meet minimum qualification standards;

analyzes, reviews, and interprets legal mandates, policies, regulations, and guidelines to ensure that the County Schools human resources management system is pursued in an effective and efficient manner;

assists in the planning, organization, and conduct of research and development functions and activities, which may include human resources need assessments, staffing analyses, wage and salary analyses and surveys, and other related functions and activities;

independently responds to routine correspondence, memoranda, and requests for information and data;

may assist in the planning, organization, compilation, and preparation of the human resources component of the Board of Education agenda;

may lead and coordinate the work of clerical assistants and provide technical input into their performance evaluation.

QUALIFICATIONS

Knowledge of:

Methods, trends, strategies, and techniques pertaining to the operation of a complex employee certification process;

methods, procedures, and techniques of organization and planning;

methods, procedures, terminology, and techniques pertaining to human resources record management, storage, and retrieval systems;

legal mandates, policies, regulations, and operational procedures and guidelines pertaining to California certification and human resources management functions and activities.

Ability to:

Interpret and apply technical certification and human resources operational procedures, policies, rules, regulations, and legal provisions;

plan, organize, and maintain a variety of complex human resources transactions;

analyze, review, abstract, and compile comprehensive management reports, which may include sensitive and confidential information;

communicate effectively in oral and written form;

type or keyboard at a net corrected speed of 50 words per minute;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Five years of responsible and technical human resources clerical experience, including three years in credential technician position experience.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in human resources management, certificate employee certification procedures, or closely related field.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rjw

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