

## MONTEREY COUNTY OFFICE OF EDUCATION

### CREDENTIALS ANALYST

**CLASSIFICATION:** Classified  
**SALARY LEVEL:** 39.5

**DEFINITION:**

Under limited direction of the Senior Director of Human Resources, the Credentials Analyst shall perform complex and highly responsible clerical work in the receipt, processing and analysis of applications for credentials; advise and give information to applicants and potential employers on credential requirements; conducts mandated credentials monitoring for all school districts in Monterey County.

**SUPERVISOR:**

Senior Director of Human Resources

**POSITIONS SUPERVISED:**

None

**QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Receives, maintains, reviews, checks and processes applications for credentials including the County-wide Teacher Substitute Consortium
- Assists individuals in filling out credential applications
- Receives and evaluates official transcripts, degrees, work experience, and examinations
- Maintains current records pertaining to credential applications
- Provides credential information to appropriate departments
- Provides information and clarification to administrators concerning credential requirements, laws and regulations
- Maintains communications with school districts, the Commission on Teacher Credentialing and other agencies in connection with the problems concerning certification
- Records credentials and routes them to appropriate party
- Keeps abreast of laws, rules, regulations and policies concerning credentialing and certification requirements
- Organizes and conducts workshops, talks and presentations for district and County Office staffs, teachers and administrators on legislation, requirements and procedures
- Coordinates and conducts Credential Assignment Monitoring of districts and M.C.O.E. programs ensuring compliance with credentialing requirements
- Works closely with Teacher preparation programs related to credential requirements
- Organizes and operates credentials information table for annual Teacher Recruitment Fair
- Initiates and types correspondence, forms and reports
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations
- Performs other related duties as assigned

## **PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines (including computers); vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district) and drive an automobile; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience**

- Any combination of education and experience equivalent to an AA Degree
- Three (3) years' experience in the interpretation or application of laws, rules, regulations and policies concerning credentialing and certification requirements in California at the County or District level

### **Knowledge of:**

- Office methods, practices and equipment including filing systems, receptionist and telephone techniques and letter and report writing
- Modern office procedures and practices, including filing systems, reception and telephone techniques and letter and report writing techniques.
- Computer application software that includes word processing, data base and spreadsheets, and personal communication data devices.
- Laws, rules, regulations and policies concerning credentialing and certification requirements

### **Skills and Abilities:**

- Possess an appropriate California operator's license issued by the State Department Motor
- Vehicles and be insurable
- Establish and maintain cooperative relationships with those contacted within the course of work
- Communicate effectively in the English language both orally and in writing
- Interpret and apply laws, rules, regulations and policies concerning credentialing and certification requirements
- Prepare clear and concise reports
- Analyze situations accurately and adopt an effective course of action
- Work independently with limited supervision
- Handle information in a discreet and confidential manner
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Understand and carry out oral and written instructions
- Speak effectively to large and small groups
- Coordinate and train staff
- Work both independently and function effectively within a team setting

**Desirable Qualifications:**

- Five (5) years' experience in the interpretation or application of laws, rules, regulations and policies concerning credentialing and certification requirements in California at the County or District level
- Completion of Credential Academy
- Bilingual English/Spanish
- Bachelor's degree from an accredited college or university

**Available Pay Stipends:**

- There is an additional 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish and Braille, as certified by MCOE