



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code: 3123  
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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## **Credentials Specialist**

### **GENERAL PURPOSE**

Under direction, reviews and processes credential applications and ensures the maintenance of accurate records pertinent to certification for employment in K-12 public schools in California; answers questions and advises school districts and individuals on all credentialing requirements; conducts fingerprinting of applicants for employment and transmits to the Department of Justice for clearance reports; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Credentials Specialist is a journey-level technical class in the credentials unit responsible for ensuring certificated staff in Orange County school districts possess the correct credentials for their current assignments. To perform the range of duties assigned to this class, an incumbent must have specialized knowledge of teacher and administrator credentialing requirements as set forth by the California Education Code and Title V regulations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Provide specialized information and clarification to both OCDE and districts' administrators, credential applicants, and other interested parties concerning state education codes and Title V requirements, laws, and regulations; interact with district and site administrators to determine if certificated staff members hold proper licensing for current assignments; ascertain a match between license and assignment; and advise administrators of legal options to correct misassignments.
2. Review and evaluate credential applicants' transcripts and renewal forms; direct correction of inaccurate or incomplete applications; process complete applications; advise applicants of certification and testing requirements; and process emergency, out-of-state, and out-of-country applications.
3. Access electronic database to verify, input, and retrieve data, update records, and respond to requests; maintain and update records of all OCDE and districts' credentials and their expiration dates; and advise districts of impending expirations and timelines for extensions and renewals.
4. Act as liaison between school districts and state and federal agencies regarding problems and changes in regulations affecting teacher certification; receive and interpret Credential Information Alerts from

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the California Commission on Teacher Credentialing; and summarize and disseminate new information to school districts.

5. Audit credential and assignment reports to determine the compensation eligibility of certificated employees; and withhold approval of pay warrants for improperly credentialed certificated employees.
6. Review temporary county certification requests and determine applicants' eligibility; and issue or cancel temporary county certificates when appropriate.
7. Utilizing proper techniques, take applicants' fingerprints and transmit to appropriate agency for report/clearance; maintain and update sensitive and/or confidential records related to fingerprint results; review fingerprint clearance issues and proceed as appropriate with educator and/or school district; and notify school district staff regarding receipt and registration of information on district employees.

#### **OTHER DUTIES**

1. Receive, open, sort, and distribute incoming mail; and prepare outgoing mail.
2. Provide technical assistance and training on statewide assignment monitoring system to districts and charter schools.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Provisions of the state education code and other laws, rules, and regulations and guidelines applicable to employment of certificated staff in OCDE and K-12 public school districts.
2. OCDE policies and processes, applications, and fees applicable to credentialing requirements.
3. Uses and operations of computers, electronic data systems, and Live Scan fingerprinting technology.
4. Principles and practices of sound business communication; correct English usage, grammar, spelling, punctuation, and vocabulary.
5. Basic research methods and practices.
6. Modern office practices, procedures, and equipment.
7. Recordkeeping methods and techniques.
8. Customer service practices and techniques.

##### **Ability and Skill to:**

1. Perform a variety of technical administrative duties concerning the employment of certificated personnel in public K-12 school districts in California.
2. Operate a computer using word processing, other business software, and other standard office equipment.
3. Understand, interpret, explain, and apply the California Education Code and Title V guidelines related to teacher credentialing.
4. Operate Live Scan equipment for applicant fingerprinting.
5. Organize, set priorities, and exercise sound judgment within areas of assigned responsibility.

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6. Understand and follow written and oral instructions.
  7. Communicate clearly and effectively, both orally and in writing; prepare clear, concise, and comprehensive correspondence, reports, and other written materials.
  8. Organize and maintain confidential and specialized files.
  9. Maintain highly sensitive and confidential information and handle sensitive and difficult situations.
  10. Establish and maintain effective working relationships with OCDE and school district administrators, employees, applicants, the public, and others encountered in the course of work.
  11. Must demonstrate attendance sufficient to complete the duties of the position as required.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or a high school equivalency test and five (5) years of administrative or technical experience in human resources department in a California public education system organization; or a combination of training and experience.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

**Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employees work under typical office conditions, and the noise level is usually moderate.