



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

**Class Code: 3100
Date Adopted: July 1, 2008
Date Revised: May 4, 2016**

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

Credentials Technician

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 Department of Justice for clearance reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Credentials Technician is a journey-level technical class in the credentials unit this, 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 complete specialized knowledge of teacher/administrator credentialing requirements as set forth by California Education Code and Title V regulations. Incumbents must learn and utilize fingerprinting techniques and procedures for transmitting the finished product.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides 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; interacts with district and site administrators to determine if certificated staff members hold proper licensing for current assignments; ascertains a match between license and assignment; advises administrators of legal options to correct misassignments.
2. Reviews and evaluates credential applicants' transcripts and renewal forms; directs correction of inaccurate or incomplete applications; processes complete applications; advises applicants of certification and testing requirements; processes emergency and out-of-state applications.
3. Accesses electronic database to verify, input, and retrieve data, update records, and respond to requests; maintains and updates records of all OCDE and districts' credentials and their expiration dates; advises districts of impending expirations and timelines for extensions/renewals.
4. Acts as liaison between school districts and state and federal agencies regarding problems and changes in regulations affecting teacher certification; receives and interprets Credential Information Alerts from the California Commission on Teacher Credentialing; summarizes and disseminates new information to school districts.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

5. Audits computer-generated credential and assignment reports to determine compensation eligibility of certificated employees; withholds approval of pay warrants for improperly credentialed certificated employees.
6. Reviews temporary county certification requests and determines applicants' eligibility; issues/ cancels temporary county certificates, when appropriate.
7. Utilizing proper techniques, takes applicants' fingerprints and transmits to appropriate agency for report/clearance; maintains and updates sensitive/confidential records related to fingerprint results; notifies school district staff regarding receipt and registration of information on district employees.

OTHER DUTIES

8. Receives, opens, sorts, and distributes incoming mail; prepares outgoing mail.

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 a computer and electronic data systems.
4. Use and operation of Live Scan fingerprinting technology.
5. Principles and practices of sound business communication; correct English usage, grammar, spelling, punctuation, and vocabulary.
6. Basic research methods and practices.
7. Modern office practices, procedures, and equipment.
8. Recordkeeping methods and techniques.
9. Customer service practices and techniques.

Ability 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 and 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.
6. Understand and follow written and oral instructions.
7. Communicate clearly and effectively orally and in writing.

Ability to: (cont.)

8. Prepare clear, concise, and accurate reports, correspondence, and other written materials.
9. Organize and maintain confidential and specialized files.
10. Maintain a high degree of confidentiality regarding human resources information and operations.
11. Deal with sensitive and difficult situations.
12. Establish and maintain effective working relationships with OCDE and school district administrators, employees, applicants, the public, and others encountered in the course of work.
13. 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 high school equivalency test, and at least five years of progressively responsible administrative/technical experience in a human resources department in a California public education system organization; or an equivalent 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve routine problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines; and interact with OCDE and school district administrators, employees, applicants, the public, and others 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 the essential functions. Employees work under typical office conditions and the noise level is usually quiet.