

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Personnel Technician (Credentials)

DEFINITION

Under supervision, performs detailed technical and clerical work involved in the processing and monitoring of credentials for County Office and school district employees; performs related duties as required.

DIRECTLY RESPONSIBLE TO

Chief Administrator, Human Resources

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Credential Processing

Acts as primary credential information source for all certificated employees of the Sacramento County Office of Education (SCOE) and the school districts of Sacramento County and surrounding area; reads, interprets, researches, explains, applies and communicates state laws and Commission on Teacher Credentialing (CTC) rules, regulations, policies and procedures; evaluates application packets insuring completion and compliance with appropriate regulations; evaluates transcripts, experience and training of candidates for designated subject credentials; meets individually or in groups with potential teachers explaining requirements for all types of teaching credentials; based upon detailed review and analysis of information provided, recommends issuance of credentials including substitute, emergency, specialist, designated subjects, and basic documents; reviews temporary county certificates for county and school district certificated employees; updates and maintains credential data from CTC into the SCOE database; assists district personnel in reviewing and approving teacher credential applications; notifies SCOE certificated employees regarding credential expirations and requirements to renew credentials.

Credential Monitoring

Consistent with the requirements of California law, reviews, monitors, and evaluates the working assignment of teachers in all districts in Sacramento County; compares actual subject assignment against valid credentials insuring that all teachers are working within legal authorization; assists districts in proper placement of instructors by providing various assignment and licensing alternatives; researches assignment options; inputs credential data into computer for use in assignment monitoring; updates credentials database; notifies district of expired credentials, teacher assignment problems, or other related concerns.

Personnel Operations/Records Maintenance

Provides support in the completion of various personnel office projects including, but not limited to, creating forms, compiling packets, maintaining files, preparing correspondence, and proctoring exams; verifies possession of required credentials, licenses, certificates, and TB and fingerprint clearances; prepares reports; provides assistance in other related personnel areas as assigned; attends workshops, trainings, and conferences as directed.

MINIMUM QUALIFICATIONS

Education

Formal and informal education at a level sufficient to provide the ability to understand and perform duties comparable in complexity to those listed herein.

Training and Experience

Progressively responsible complex clerical work experience preferably with experience in the personnel office of a school district or other governmental agency.

Knowledge of:

Standard office procedures; English grammar; recordkeeping and filing systems; effective telephone techniques; principles of the Internet; standard software applications.

Skill and Ability to:

Communicate effectively both in written and oral form with diverse groups; operate standard office equipment; research and resolve inquiries using the Internet and other resources; evaluate transcripts and related documents; create and maintain database files; utilize time management techniques to organize and prioritize work; work independently, coordinate a variety of projects simultaneously; establish and maintain effective working relationships; read, interpret, research, explain, and apply complex state laws and CTC rules, regulations, policies, and procedures.

Revision approved by Personnel Commission 4/14/09

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Approved 5/13/93