

Sacramento County Office of Education Job Description

Classification Title: Personnel Technician (Credentials)

DEFINITION

Under supervision, performs detailed technical and clerical work related to educator credentialing and monitoring of certificated assignments to ensure compliance with state laws and regulations; provides direct support to county and district credential staff and maintains current credential records in a database management system; 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.)

District Support

Acts as primary credential information source for Sacramento County Office of Education and the school districts of Sacramento County; reads, interprets, researches, explains, applies, and communicates state laws and Commission on Teacher Credentialing (CTC) rules, regulations, policies, and procedures; acts as liaison between employers and CTC regarding assignment issues; conducts credential payroll and retirement reporting audits; informs districts of CTC actions which impact the validity of educator credentials; assists district personnel in preparation, evaluation, and review of credential application packets, including forms, transcripts, experience, and training of candidates, to ensure completeness and compliance with appropriate regulations; meets with educators to explain requirements for CTC issued documents; based upon detailed review and analysis of information provided, recommends issuance of credentials as appropriate; reviews and processes Temporary County Certificate requests; maintains current credential information in database management system.

Credential Assignment Monitoring

Consistent with the requirements of California law, reviews, monitors, and evaluates the working assignments of certificated staff in all districts in Sacramento County; compares educator assignments against valid credentials to determine whether certificated staff are working within legal authorization; provides guidance to school employers in the assignment and licensing of educators; utilizes various software applications to evaluate credential and assignment data; notifies districts of findings, assists in resolving assignment issues, and prepares reports of findings for CTC.

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; responds to inquiries and provides information and assistance to employees, job applicants, and the general public; verifies possession of required credentials, licenses, and certificates; prepares reports; provides assistance in other related personnel areas as assigned; attends workshops, trainings, and conferences as directed.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Formal and informal education at a level sufficient to provide the ability to understand and perform duties comparable in complexity to those listed herein. Progressively responsible complex clerical work experience involving frequent public contact; experience working with credential processing and monitoring in the personnel office of a school district or other governmental agency.

Knowledge of

Standard office procedures; proper English grammar, spelling, and punctuation; basic California teacher credentialing laws and procedures; basic research techniques in order to access information for credential monitoring and processing; recordkeeping and filing systems; customer service skills and effective telephone techniques; standard software applications including spreadsheet and database 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; use standard software to prepare reports, spreadsheets, and 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 laws, rules, regulations, policies, and procedures.

Revision approved by Personnel Commission 5/14/19
Revision approved by Personnel Commission 3/8/16
Revision approved by Personnel Commission 9/11/12
Revision approved by Personnel Commission 4/14/09
Revision approved by Personnel Commission 11/15/05
Revision approved by Personnel Commission 3/23/99
Approved 5/13/93