

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 162
RANGE: 154
NON-EXEMPT

CREDENTIALS ANALYST

BASIC FUNCTION:

Under the direction of an assigned supervisor, serve as the Fresno County Superintendent of Schools (FCSS) designated Fresno County Monitoring Authority for teacher credentialing in the California Statewide Assignment Accountability System (CalSAAS); perform a variety of complex activities in the review and processing of documents relating to the certification of personnel to ensure compliance with credential requirements, Williams Settlement and other compliance requirements; provide technical information regarding credentialing to potential teacher candidates, school districts and other employers; oversee the processing of applications and other documents to ensure certificated personnel hold valid documents and proper credentials; maintain, evaluate and audit a variety of manual and automated credential files, records and reports; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Act as the primary conduit of communication from the California on Teacher Credentialing (CTC) and the California Department of Education (CDE) regarding CalSAAS and all Assignment Monitoring activities performed on behalf of the FCSS to all school districts within Fresno County.
- Assist the Assistant Superintendent and district administrators in the formulation and development of policies and procedures for the purpose of ensuring compliance with credentialing, fingerprinting, and state mandated assignment requirements.
- Attend and assist school district during job fairs; evaluate transcripts and verify candidates credential eligibility for positions at the school district. Attend workshops and review legislation and other publications to remain current regarding new laws, rules and regulations governing credentials/permits; develop and implement policies and procedures to ensure compliance with established CTC updates, laws, rules and regulations.
- Coordinate, review and revise the development of plans and documents related to the training of FCSS Credential Specialists, Induction, Residency, Internship, Administrative Services and Career Technical Education Program Personnel and District Credential Representatives throughout Fresno County.
- Serve as the liaison to the Internet Services and Technology department in maintaining an on-line credential data information system that works in conjunction with Human Resources and Payroll systems for the purpose of preserving permanent records, including on-line credential renewals, posting credential/permit information on applicable websites and determining when payroll warrants are to be held.
- Communicate with county office personnel, school districts charter schools and outside agencies to request data, exchange information and resolve issues and/or concerns.
- Communicate with Public, Charter and Private Schools when removal of certificated staff member(s) from their current assignment(s) is required for lack of child support payment, credential revocations, expired credentials or unresolved misassignments.
- Complete and transmit Recommends as an Authorized Designee established by the CTC to clear credentials for all FCSS approved programs.
- Compose and establish timelines for a variety of correspondence including inter-office, district communication, countywide lists, notices, forms, letters, memoranda and other materials; review, process, analyze and distribute forms concerning credential/permit applications,

information, audits, requirements and special projects; submit mandated reports to appropriate agency or personnel according to established timelines.

- Counsel applicants regarding coursework needed to fulfill teacher credentialing/permit requirements.
- Exercise independent judgment in resolving a variety of complex issues, complaints or problems and refer difficult issues to assigned supervisor as necessary; problem solve and make difficult decisions as needed and formulate plans of action.
- Lead team in ensuring teachers and other certificated employees hold proper permits and/or credentials; monitor expiration date of credentials/permits; ensure certificated staff members meet current requirements for renewal; notify certificated staff of credential expiration dates and maintain current information on credential requirements; monitor monthly expiring credentials reports; mail notifications to credential holders and notify employing districts in a timely manner.
- Lead a team of Credentials Specialists in performing complex, detailed review and audit of information provided by the CDE, CTC, and School districts used to inform the public of assignment determinations of all certificated individuals throughout Fresno county.
- Maintain contact with Public, Charter and Private Schools as the final contact for Appeals at the county level in relation to credential requirement rules and regulations.
- Request data, reports, Declarations, Board Agendas and Minutes related to processing teacher permits/credentials; assist districts with obtaining Validation of Service.
- Provide consultation and review in the coordination, development and revision of the presentation for the bimonthly Credential Connection professional development on any and all topics related to credentialing practices, updates, and regulations; provide individual training and resources to new and existing district level credentials staff as appropriate.
- Review and submit applications and other documents to ensure certificated personnel hold valid and proper credentials; review, verify and evaluate transcripts, records and applications to determine eligibility for credentials/permits.
- Oversee the registration and recording of all credentials, certificates, waivers and permits in the county.
- Oversee, final review and submission of county office Annual Monitoring and Williams Assignment Monitoring Audit; provide training/in-services related to such audits.
- Participate in the development of credentialing procedures and activities to simplify the credentialing process; provide credential in-services as necessary or assigned; assist in the development and maintenance of credential information on the county office website.
- Perform a variety of complex activities in the review and processing of documents relating to the certification of personnel to ensure compliance with credential/permit requirements; ensure credentialing activities comply with established guidelines, policies, regulations and procedures; respond to inquiries and provide information; advise out-of-state and out of country applicants regarding credentialing, and Every Student Succeeds Act (ESSA).
- Primary contact for the CTC and California Department of Education (CDE) related to assignment monitoring utilizing CalSAAS. Primary contact for the FCSS for all questions related to assignment monitoring prior to contacting the CTC.
- Process various credential documents; evaluate college transcripts and employee applications; verify employee information with outside agencies as appropriate; review and process all credential/permit applications and/or documents; provide districts with copies of necessary credentials/permits and certificates.
- Provide consultation and review in the development of trainings and materials for dissemination at district level job fairs throughout Fresno county.
- Provide verification of candidate's credential/permit eligibility for Public, Charter and Private

School districts and other hiring agencies and issue Temporary County Certificates (TCCs) as authorized by the Fresno County Superintendent of Schools.

- Resolve credential related issues and concerns with discretion and confidentiality; assist in resolving departmental personnel related issues and concerns with discretion and confidentiality.
- Respond to inquiries and provide information to county office personnel, districts, preschools and the public; advise out-of-state and out of country applicants regarding credentialing/permit requirements; determine best possible manner to approach and resolve issues or concerns; provide positive, collaborative public relations and represent the organization and Human Resources Division by consistently maintaining cooperative and effective working relationships with others.
- Review and evaluate updated forms as necessary to reflect changes in regulations affecting credential/permit processes.
- Update Everest credential records as needed regarding Subsequent Arrests, Notices of Delay, All Points Bulletins, Validation of Service approvals and State Licensing Match System notifications.
- Serve as a liaison to and sit on Advisory Boards of county office, community college and local university approved credential programs; serve as a representative on the Credentials Subcommittee of PASSCo.
- Serve as a resource to interested individuals wanting to pursue careers in teaching on university programs, exams, required coursework, and any additional credentialing requirements.
- Serve as a technical resource to county office, school district, Charter School and Preschool personnel and applicants concerning credential eligibility, requirements and procedures; respond to inquiries and provide detailed information concerning related guidelines and procedures; assist applicants and employees with completing related forms.
- Serve as the designated Monitoring Authority for the CTC for the County of Fresno for all public and charter schools.
- Serve as the Office of the Fresno County Superintendent of Schools designee responsible for training, school district and county office staff member user assignments, related to the implementation of the California Statewide Assignment Accountability System (CalSAAS).
- Serve as the Credential Department Liaison to the FCSS lead for the California Longitudinal Pupil Achievement Data System (CALPADS).
- Serve on committee charged with making recommendations for approval and renewal of Charter School petitions.
- Train and provide work direction, guidance, coaching, to assigned personnel as directed; identify professional development needs and provide on-going support to assigned personnel.
- Train school district staff on Declarations of Need, completion of emergency credential/permit applications and maintenance of related files.
- Train and provide work direction and guidance to assigned personnel; provide technical assistance to Human Resources staff, Credentials Specialists and others concerning credential procedures and requirements; delegate necessary credentials paperwork to Specialists.
- Work in collaboration with county office, school district, charter and private school Human Resources personnel, Credential Specialists, Induction, Residency, Internship, Administrative Services, and Career Technical Education Program Personnel, the Curriculum & Instruction Department, outside agencies, and Institutes of Higher Education (IHE's), prisons, governmental agencies and various outside organizations to exchange information,

coordinate activities and resolve issues or concerns.

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule as assigned.
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Perform related duties as assigned.
- Travel may be required for training within California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California Commission on Teacher Credential (CCTC) Assignment Monitoring and Review (AMR) and CalSAAS.
- CALPADS.
- CTCs Administrators Assignment Manual.
- ESSA Compliance Guidelines.
- Fingerprint laws, processes and procedures related to certification requirements.
- Mathematical computations.
- Practices and procedures related to certificated personnel.
- Principles of training and providing work direction.
- Record-keeping and report preparation techniques.
- State of California credential requirements and procedures.
- Strong analytical/problem solving skills.
- Williams Settlement – Compliance and AMR.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Considerable ability to develop and maintain effective working relationships.
- Considerable ability to follow complex oral and written instructions.
- Compile and verify data and prepare reports.
- Compose correspondence and written materials independently.
- Define problems, collect data, establish facts and draw valid conclusions.
- Develop and implement procedures to ensure compliance with established laws, rules and regulations.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret school district and public needs into necessary trainings, tools that benefit customers.
- Lead assigned personnel with diplomacy, courtesy, discretion and confidentiality.
- Maintain records and prepare reports, correspondence, databases, and reference manuals.
- Make complex decisions in accordance with Human Resources Division policies and procedures.
- Meet schedules and timelines.
- Oversee the processing of applications and other documents to ensure certificated personnel hold valid and proper credentials.
- Perform a variety of complex activities in the review and processing of documents relating to the certification of personnel to ensure compliance with credential requirements.
- Plan and organize work.
- Provide work direction, guidance and coaching to assigned personnel. Verify and evaluate transcripts, records and applications to determine eligibility for credentials.
- Analyze and evaluate situations accurately and adopt an effective course of action. Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Associate's degree preferred.

EXPERIENCE:

- Five years increasingly responsible experience performing credential analysis activities.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.

- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular Interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others. Understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/01/2003

Revised: 11/14/2017; 07/01/2021; 03/19/2024