CLASS TITLE: CREDENTIALS SPECIALIST

BASIC FUNCTION:
Under the direction of the Credentials Manager, perform technical and specialized duties in support of the credential process, provide general and technical information to candidates, school districts, and community colleges; perform the credential audit of monthly certificated payroll.

REPRESENTATIVE DUTIES:
Perform advanced technical and specialized functions in support of the credential process for certificated staff within the County; monitor expiration date of credentials; maintain current information on credential requirements through review and corrections of weekly import from Commission; E

Evaluate and process credential applications; evaluate and interpret applicant's course work, transcripts, and personal data on credential applications to determine if applicant meets State requirements for credentials; E

Remain current on State and County laws, regulations and policies related to State credentialing and renewal requirements; interpret, apply and explain procedures and assist school districts' Personnel Departments and certificated candidates in completing forms and other documents; E

Monitor assignments and misassignments of certificated staff and assist in the resolution of such situation; perform advanced audits of certificated payroll and notify personnel of credential errors and withholdings as necessary; review and correct errors regarding payroll information in an efficient and timely manner; E

Communicate with the Personnel Departments of school districts and with the public in person or on the telephone to provide information and assistance related to credentialing laws, rules, regulations, and activities and to resolve issues, complaints, or concerns; E

Create, revise and update forms as necessary to reflect changes in regulations affecting the credential process; E

Attend County and State workshops to remain informed of changes in credentialing regulations; E

Provide and present workshops to districts or community colleges as requested regarding credentialing process and rules; E

Perform the duties of the Credentials Manager in the absence of the Manager; E

Operate a variety of office equipment, including a microcomputer, typewriter, fax machine, printer, scanner, and copier; and E
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
State of California credential laws and requirements;
Laws, rules and regulations involved in the Certification Process;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Modern office practices, procedures and equipment;
Operation of standard office equipment;
Communication techniques and etiquette;
Record-keeping techniques;
Applicable sections of the State Education Code and other applicable laws;
Interpersonal skills using tact, patience and courtesy; and
Technical aspects of field of specialty.

ABILITY TO:
Perform a variety of technical duties related to the credentials of certificated personnel;
Assist certificated staff in obtaining and renewing credentials required by the position;
Read and interpret credential information on applications;
Learn and apply rules, regulations, policies, and procedures related to certificated personnel;
Utilize alpha and numeric filing systems;
Type at 40 words net per minute from clear copy;
Compose correspondence and written materials independently;
Understand and resolve issues, complaints or problems;
Establish and maintain cooperative and effective working relationships with others;
Add, subtract, multiply and divide quickly and accurately;
Read, interpret, apply and explain rules, regulations, policies and procedures;
Work independently with little direction; and
Learn software and credential programs used by VCOE.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and three years credentials-related experience.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions; may be required to work evenings or weekends

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print;
Perform work which is primarily sedentary;
May be required to work at a video display terminal for prolonged periods;
Hearing and speaking to communicate with others;
Lifting up to 10 pounds;
Dexterity of hands and fingers to operate a computer keyboard; and

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Reaching, pulling, and pushing to file and retrieve records.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.