

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

**CLASS TITLE:**       **CREDENTIAL ANALYST**

**WORK YEAR:**       **261 Days**

**VACATION:**        **27 Days**

**SALARY:**           **Range 17**

**REPORTS TO:**      **Director, Certificated Personnel**

### **BASIC FUNCTION:**

Under the direction of the Director of Certificated Personnel, coordinates and provides technical support to an administrator by training, leading and participating in work of the certificated unit. Perform a variety of independent technical and specialized functions for the Human Resources Department which would entail major responsibilities regarding reviewing complex credential and authorization information and compiling information for statistical research and projects, including interpretation of legal mandates, Commission on Teacher Credentialing rules and county office of education guidelines.

### **DISTINGUISHING CHARACTERISTICS:**

The Credential Analyst is assigned to provide work direction to the Credential Technician classification and is responsible for the maintenance of more complex certificated personnel matters involving credentials, authorizations, waivers and other information.

### **REPRESENTATIVE DUTIES:**

Coordinate the workload of credential technicians. *E*

Meets regularly with credential technicians. *E*

Receives reviews and analyzes credentials, authorizations, certificates and waivers to determine service eligibility. *E*

Process new certificated and other employees requiring credentials, authorizations and/or certificates; prepares new certificated personnel folders and updates certificated credential information. *E*

Monitors and maintains records of credentials, authorizations and waivers held by all certificated employees within the District. *E*

Coordinates the creation and maintenance of RUSD updated credential reporting to district, county and state. *E*

Assists applicants and employees with information regarding credential requirements and authorizations, including activity supervisor clearance certificate. *E*

Ascertains, inputs and maintains credential information on certificated employees via automated record systems. *E*

Receives, reviews, analyzes university transcripts to determine credential eligibility and service assignments. *E*

Supports the District's teacher induction program with technical assistance. *E*

Supervise and train assigned staff. *E*

Identifies and resolves District employee credential problems. *E*

Interprets laws, rules and regulations concerning changes in certification requirements. *E*

Processes credential, authorization, certificate and waiver applications along with necessary supporting documents. *E*

Attend workshops and maintain current information concerning legislation related to California credentials. *E*

Plan and conduct workshops and trainings providing information to certificated staff and other staff members. *E*

Compile and maintain staffing information on District certificated staff; conduct periodic audits to assure compliance of subjects taught with appropriate teaching certificate; distribute, receive, and review related forms. *E*

Prepare annual reports and organize data from database, web based materials and update credential forms. *E*

Evaluate credentials to determine District-required qualifications for contract employment; notify employees of credential status and provide information regarding procedures of renewal. *E*

Assist in research and implementing legal mandates. *E*

Coordinate and maintain staffing information; conduct annual audit of salary range placement by maintaining longevity and increment files; determine increments for employees according to established procedures (anniversary increments); determine and report extra-duty stipends and other employee recompense based on special assignments. *E*

Conduct special studies and surveys on personnel-related matters and prepare written reports. *E*

Operate a variety of standard office equipment. *E*

Communicate with teachers, administrators, principals, applicants, and others to interpret, explain, and apply District policies, contracts, State Education Code, laws and regulations set by the Commission on Teacher Credentialing, and guidelines established by the county office of education and the State Department of Education. *E*

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Practices, methods, trends, strategies, and techniques pertaining to certificated employment in California schools
- Practices, procedures, and techniques pertaining to automated personnel record management, storage and retrieval systems
- Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to employment of persons in positions requiring certification and authorization
- Personnel (HR) functions and procedures
- English usage, spelling, grammar, and punctuation
- District and State minimum qualifications for certificated positions
- Technical aspects of field of specialty
- Federal regulation pertaining to the No Child Left Behind Act and/or other requirements
- Knowledge of Microsoft Office (Word, Excel, etc.), database applications and concepts, Internet use

#### **ABILITY TO:**

- Interpret and apply District certificated personnel policies, rules and practices
- Efficiently process a high volume of documents, information and materials
- Effectively communicate in oral and written form
- Maintain certificated personnel records and files
- Interpret and apply California State credential and waiver regulations
- Establish and maintain a calm, tactful and diplomatic manner
- Establish and maintain cooperative working relationships
- Interpret and apply No Child Left Behind and/or other federal regulations
- Maintain and update the student information system and/or personnel systems for credential information for the purpose of credential reporting
- Receive and compile materials related to new employees, leaves of absence, and determinations for Board of Education meetings.
- Provide information, assistance and training to employees, supervisors and administrators
- Communicate and interpret California state credential and waiver regulations to others
- Interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures
- Accept supervision and constructive criticism and appear for work on time

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of college-level course work in business administration, personnel, public administration, management or related field. Five (5) years of paid experience performing personnel (HR) functions in an educational institution, which has included credentialing services for certificated employees.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.

Seeing to read various materials.

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.