

JOB DESCRIPTION

JOB TITLE: Personnel Credentials Technician (9935)

Job Summary:

Under the supervision of the Assistant Superintendent, Human Resources and/or designee, the Personnel Credentials Technician performs a variety of complex tasks to facilitate the hiring of certificated staff, maintaining credentialing data in the business information system and assisting certificated bargaining, and providing advisory services to staff, districts, and clients regarding credentialing matters.

Essential Duties:

- Routinely interacts with clients, candidates, and employees to disseminate information regarding credential/hiring matters;
- Facilitate the employment process including job announcements, applications, application screening, and interview set up when hiring new staff;
- Oversee the onboarding process for all certificated new hires including entering employees into the business information system;
- Process employment documents and notify appropriate internal staff of all new hires;
- Provide orientation for all new employees for the purpose of informing new employees of their rights and responsibilities according to law and office policies;
- Evaluate transcripts to appropriately place certificated staff correctly on the salary schedule;
- Inputs/updates/retrieves data from the computer database system for the purpose of maintaining information and records;
- Assist the Credentials & Retirement Analyst by providing technical and administrative support;
- Assist with program recommendations, credential monitoring, and CALPADS reporting;
- Provides advisory services to the staff and clients regarding credential authorizations and eligibility for the purpose of ensuring appropriate credentialing of certificated staff;
- Processes credential applications to the Commission on Teacher Credentialing to ensure appropriate credentialing of certificated staff;
- Research/interpret complex state and federal regulations and provisions of the California Education Code pertaining to credentials/retirement to provide accurate information to Tulare County Office of Education staff, district staff, and clients;
- Compose documents such as: letters, reports, contracts, job announcements and other written correspondence to provide information to staff, job applicants, and the public;
- Update certificated collective bargaining agreements annually;
- May act as a member of the certificated bargaining team;
- Assist with certificated employee verifications;
- Maintain confidentiality of employment and credentialing records;
- May assist Credentials & Retirement staff by providing support in the completion of their duties;
- Perform other related duties as assigned;

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to affect the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Skills to:

- research, understand and interpret rules, laws, and regulations.
- compose correspondence independently.
- develop and build rapport with diverse groups.
- communicate effectively orally, in writing and on virtual platforms.
- collaborate within the county office and outside agencies.
- operate a computer and related software.
- analyze situations and make decisions without supervision as necessary.

Knowledge of:

- Education Code, laws, and regulations regarding teacher credentialing and retirement;
- office methods, practices, and procedures;
- correct English word usage, spelling, grammar, and punctuation;
- collective bargaining agreements;
- Tulare County Office of Education policies and procedures;

Ability to:

- maintain confidentiality of employee records and information.
- accurately code, post, check and/or verify detailed information/data.
- understand and carry out oral and written directions.
- maintain cooperative relationships with those contacted in the course of work.
- understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations;
- input and manage data to create reports;
- create, update, maintain and share documents/slides/sheets using a variety of office tools;
- understand and interpret all internal HR policies regarding credentialing and the hiring process;
- interpret and explain Education Codes, rules and regulations related to credentialing and retirement;
- maintain cooperative relationships with those contacted in the course of work;
- attend in-service training, meetings, classes and conferences;

Experience Required:

- Experience with teacher credentialing, recruitment, and hiring is preferred.
- Three (3) years of Human Resources and/or payroll experience required;

Education Required:

- Associate's Degree required. Four years of Human Resources and/or Payroll Experience may be substituted for degree.
- Bachelor's Degree preferred;

FLSA Status: Non-Exempt**November 2023**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.