

**Job Summary:**

The job of Credentials & Retirement Analyst is done for the purpose/s of organizing and reviewing the verification and processing of credentials, providing information and technical support to school districts and their certificated staff with regard to credentialing and retirement laws and procedures, ensuring that each certificated staff member in the county is properly assigned and their credential is registered with the county office.

**Essential Functions:**

- Answers general questions regarding retirement and credential laws for the purpose of informing individuals and school district staff.
- Inputs/updates/retrieves data from word processor/computer system for the purpose of record keeping, report writing, and information sharing.
- Maintains confidentiality of credentials and retirement records and other pertinent personal information for the purpose of meeting the requirements of law.
- Makes onsite visits to school districts for the purpose of credential monitoring as required by Education Code.
- Notifies teachers and school districts for the purpose of informing them of expiring credentials, the need to renew or register their credential, or misassignments.
- Prepares a variety of reports, documents, surveys and charts regarding credentials and retirement for the purpose of providing information to supervisors, school district personnel, and state agencies.
- Processes/monitors retirement membership, separation, disability and service forms for the purpose of accessing various payroll and personnel computer programs to verify and complete data.
- Provides credential information to school district employees, superintendents and other management for the purpose of responding to questions regarding credentialing rules and regulations.
- Researches/interprets complex credentialing and retirement codes, rules, laws and regulations for the purpose of advising and informing school district personnel.
- Reviews individuals' college transcripts for the purpose of determining compliance regarding qualifications for teaching and supplemental authorizations within Education Code regulations.
- Attends & participates in professional meetings or conferences to maintain current knowledge of regulations, requirements and best practices governing credentials and retirement; and, to develop and implement policies and procedures to ensure compliance with current regulations, requirements and practices.
- Reviews and monitors all certificated assignments in the Tulare County school districts and TCOE charter schools by verifying credential authorizations and codes for the purpose of verifying appropriate credentials as required by the Education Code, and reporting results of audit to the Commission on Teacher Credentialing.
- Notifies school districts and/or TCOE charters schools when misassignments are determined and assists with the correction of misassignments for the purpose of complying with Education Code/Title 5 regulations to insure all are corrected within time lines allowed by law; and, if necessary, withhold pay of the misassigned employees until they are properly assigned.
- Reviews mid-month and end-of-the month payroll exception reports for the purpose of assuring valid certification is held for all certificated employees in the county and withholding pay warrants if no certification is held.
- Completes online credential recommendations for TCOE IMPACT and Induction program applicants and any other applicants for permits or credentials available by the Commission on Teacher Credentialing (CTC) for online recommendations.
- Conducts training sessions; prepares for and delivers oral presentations; and, attends meetings with various departments and agencies and recruitment fairs when requested or needed.
- Reviews and processes criminal history reports for placement of teachers on the countywide substitute teacher list; notifies employers of subsequent arrest notifications from the DOJ, and Notices of Delays, All Points Bulletins, and State Licensing Match System alerts from CTC, which may result in the removal or suspension of certificated employees.

**Skills, Knowledge and/or Abilities Required:**

**Skills to:**

- Manage personnel and programs;
- Use a computer to input and retrieve data and write reports;
- Analyze problems, develop solutions and make effective decisions and recommendations;
- Research and interpret Education Code, laws and regulations regarding credentialing and retirement;
- Present technical information before a large audience using current technology and in a clear concise comprehensive manner.

**Knowledge of:**

- Education Codes, laws and Title 5 regulations regarding teacher credentialing, certificated assignment monitoring, and Williams Settlement assignment monitoring;
- Principles and practices of certificated and classified retirement systems;
- Modern office procedures and methods;
- Personnel management and practices including training, supervision and performance evaluation;
- Detailed record keeping and report writing;
- Credential types and requirements;

- Pension laws and regulations is desirable;
- PERS/STRS laws and regulations;

**Ability to:**

- Interpret and explain codes, rules and regulations related to credentialing and retirement;
- Supervise, train and evaluate staff;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Communicate clearly, orally and in writing;
- Multi-task.

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations.

**Experience Required:**

- Experience with teacher credentialing or PERS/STRS public school retirement systems is preferred.
- Experience sufficient to have acquired advanced knowledge of modern office practices and procedures, word processing, data entry, slide show and spreadsheet applications.

**Education Required:**

- High school diploma or the equivalent.
- Associate's degree required.
- Bachelor's degree preferred.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

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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.