YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: HUMAN RESOURCES/CREDENTIALS TECHNICIAN (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties involved in providing credentialing services to certificated employees, applicants and school district personnel; perform a variety of technical duties in support of the Human Resources Department; maintain confidentiality of sensitive information including union negotiations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Perform a variety of technical duties involved in providing credentialing services to certificated employees, applicants and school district personnel.

Receive, screen, and process applications for emergency and regular credentials for certificated personnel; assist and advise individuals in applying for and renewing credentials; respond to inquiries and clarify credential requirements, laws, and regulations.

Collect, review, and analyze documentation necessary for application packet; submit packets; track application status and register approved credentials.

Maintain confidentiality of sensitive information including union negotiations; prepare information for negotiations; take and distribute negotiation minutes.

Maintain and update computerized data records of credentials and expiration dates; notify certificated personnel of impending expirations.

Maintain communications with school districts and the State Department of Education concerning credentialing procedures and concerns.

Monitor, collect and input data regarding the assignments of credentialed personnel within school districts and the County Office; determine validity of assignments and related practices; assist school districts in resolving misassignments and report unresolved issues as necessary.

Perform a wide variety of general technical and clerical work for the Human Resources Department; maintain accurate and detailed records including verification of employment; verify accuracy of information and research discrepancies.

Type and proofread a variety of documents including general correspondence, reports and memoranda.

Post listings for certificated, classified and management positions; contact outside advertising agencies regarding the placement of employment opportunity advertisements.

Perform pre-employment processing functions for new employees; schedule interviews and prepare interview packets; administer proficiency tests as appropriate.

Conduct studies, analysis and research for various human resources assignments; compile data and prepare reports as required by federal and State laws; maintain and update various records related to assigned functions; develop, update and distribute a variety of letters, forms and lists including bulletins and lists to be distributed to the County school districts.

Process Workers' Compensation claims; provide information to insurance company; maintain necessary records and files.

Compile information on Temporary County Certificates for approval by School Board.

Input, maintain, and update computerized records for position control.

Maintain current knowledge of laws, rules, and regulations related to credentialing procedures and requirements; review pertinent legislation and assure County Office compliance with rules, regulations and laws.

Attend and participate in staff meetings and in-services activities.

OTHER DUTIES:
Participate in screening applications for employment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
State credential requirements and resources.
Human Resources office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Applicable sections of the State Education Code and other applicable laws, rules and regulations related to assigned activities.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Technical aspects of field of specialty.

ABILITY TO:
Perform a variety of technical duties involved in providing credentialing services to certificated employees, applicants and school district personnel.
Perform a variety of technical duties in support of the Human Resources Department.
Operate a computer and related software.
Type at an acceptable rate of speed.
Interpret and apply applicable policies, procedures, laws, and regulations pertaining to credentialing and human resources programs.
Maintain current knowledge of County Office and school district organization, operation, policies

and procedures.
Perform a variety of technical human resources and credentialing work with speed, accuracy and independence.
Analyze situations accurately and adopt an effective course of action.
Work confidentially with discretion.
Collect, compile, and analyze information and data.
Prepare and maintain accurate and complete records and reports.
Compose correspondence independently.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in human resources, business administration or a related field and two years increasingly responsible experience in a human resources office.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Bending at the waist, kneeling or crouching.
Dexterity of hands and fingers to operate a computer keyboard.
Dexterity of hands and fingers to operate a variety of office equipment.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.