

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Credential Auditor	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9747	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Human Resource Services	<b>SALARY:</b>	Range 61 Salary Schedule C
<b>REPORTS TO:</b>	Chief Human Resources Officer	<b>BOARD APPROVAL:</b>	02-01-01
		<b>HR REVISION:</b>	09-06-12

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**BASIC FUNCTION:**

Perform independent, specialized tasks to assist in the smooth and efficient operation of Human Resource Services by monitoring certificated assignments, compliance with “No Child Left Behind” (NCLB) or Every Student Succeed Act (ESSA), applications, and renewals to ensure credential requirements are met; Coordinate, facilitate and present information with all stakeholders related to recruitment.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Evaluate transcripts to determine eligibility for new credentials and new authorizations for existing credentials; identify and report misassignments; prepare Board Resolutions or other appropriate temporary measures to remedy misassignments. **E**

Work with the Immigration and Naturalization Service as required to assist applicants obtain credential authorization to work in the U.S., complete forms and documents, and counsel with applicants. **E**

Review credentials of certificated employees to ensure that they are current and meet requirements for renewal; interpret credential requirements for department and district staff, as well as individual certificated employees. **E**

Establish and maintain contact with the California Commission on Teacher Credentialing and the Sacramento County Office of Education Credentials Office to assure compliance; receive and submit credential applications and credentials to be registered; serve as a liaison among the district, the Commission on Teacher Credentialing, and the County Office of Education. **E**

Assist and support district personnel with the work of Master Scheduling as it relates to credentials. **E**

Research and analyze data relating to credentials/NCLB/ESSA utilizing computer database management programs; coordinate the collection and preparation of data through computer-generated reports required by district personnel, or state and federal agencies. **E**

Provide, update, and maintain data for California Basic Educational Data System (CBEDS) and other reports required by outside agencies or the district. **E**

Monitor credentials revoked, suspended, or placed on probation by the Commission on Teacher Credentialing, and take appropriate action to assure that no person is employed by the district without a valid credential. **E**

Prepare items related to credentials, emergency permits, and related information for submission to the Board of Education for review and approval; follow-up on board items to assure that appropriate documents are submitted in a timely manner. **E**

Provide credential/NCLB/ESSA updates and information regarding current legislation to department staff members, other district personnel, and affected certificated employees if needed. **E**

Maintain current information related to credential requirements, and provide current information to others as needed. **E**

Evaluate NCLB/ESSA documents to ensure compliance, maintain NCLB/ESSA data, and correspond with teachers regarding NCLB/ESSA compliance. **E**

Evaluate, analyze, and determine the number of adult teaching hours completed for teachers who are renewing their credential to be reported to the County Office of Education. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; compose reports independently, and prepare letters, memos, forms, and other documents as required; operate standard office equipment; lift light objects. **E**

Prepare letters, memorandums and communicate with labor partners when certificated employees are placed on leave due to credential issues. **E**

Gather and compile certificated data and use such data to make presentations to the Board of Education. **E**

Gather and compile certificated data to comply with Request for Information from labor partners. **E**

Gather and compile data to assist the District's negotiations team. **E**

Prepare and store documents using modern office equipment and technology including computers, scanners, copiers, and electronic storage devices; understand indexing parameters and procedures. **E**

Participate and attend workshops, conferences, and credential/NCLB/ESSA training programs and activities; review legislation and other publications to remain current regarding new laws, rules, and regulations governing credentials/NCLB/ESSA; attend and participate in district-sponsored and outside agency recruitment fairs, which may require the interview of prospective candidates. **E**

Facilitate, conduct and organize meetings with all stakeholders to prepare for recruitment and analyze data to enhance recruitment strategies annually. **E**

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations, and others; respond to phone calls, e-mails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate's degree, and two years of human resources experience. At least one year of auditing experience. School district experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

- Keyboarding.....55 Correct WPM
- Word.....85% Overall Score
- Excel / Access .....85% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- District, personnel, and employee compensation policies, procedures, and terminology.
- State and/or federal laws and regulations pertaining to credentials and NCLB/ESSA.
- Certificated classifications and assignment practices.
- All bargaining unit agreements.
- Credentials and college/university transcripts.
- Electronic document imaging, and applicant tracking systems.
- Record-keeping techniques, filing systems, and information management.
- Operation of a computer, related software, and standard office equipment.
- Principles and techniques of employment for certificated personnel.
- Duties performed by certificated employees.
- Fair and Equal Opportunity policies and regulations.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Effective interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures related to credentialing/NCLB.
- Read interpret and share information to stakeholder on hiring processes within various different bargaining units.
- Evaluate college/university transcripts and credentials.
- Learn and apply rules and regulations related to credentialing in the State of California.
- Operate electronic document imaging and applicant tracking systems.
- Analyze data; prepare and maintain statistical data and other records.
- Operate a computer, scanner, related software, and standard office equipment.
- Meet schedules and time lines, and complete work with many interruptions.
- Lift light objects according to safety regulations. Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Establish and maintain cooperative and effective working relationships.
- Communicate effectively, both orally and in writing.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; fast paced work with fixed deadlines; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

**SAMPLE HAZARD:**

Contact with dissatisfied or abusive individuals.