

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification: CREDENTIALING ANALYST
Employment Category: Confidential

Salary Range: 47
FLSA Designation: Exempt

Job Summary:

Under direction, performs integral level duties District wide for a variety of complex technical and specialized functions in support of the employment, credentialing and processing of the District's certificated employees ensuring the confidentiality of all materials and information.

Essential Job Functions:

- **Advises** certificated individuals and other district personnel regarding certification requirements for the purpose of disseminating information and assisting individuals in the attainment of position goals.
- **Analyzes**, calculates and evaluates information (e.g. official transcripts, negotiated contract, policies, etc.) for the purpose of determining recommended salary placement, salary upgrades and longevity for certificated employees.
- **Analyzes**, prepares and monitors certificated assignments for the purpose of ensuring proper credentials to meet assignment reporting requirements in compliance with all federal, state and county regulations.
- **Communicates** with administrators, principals and other district personnel regarding assignments, salary, etc. for the purpose of providing specialized and technical information concerning policies, procedures and guidelines.
- **Orients** new certificated employees for the purpose of providing information regarding employee benefits, district practices and procedures and state mandated employment requirements.
- **Performs** credentialing functions for certificated personnel to include recordation, information dissemination, etc. for the purpose of ensuring compliance with all Federal and State regulations; and, maintaining current accurate information as required.
- **Prepares** and monitors offers of employment and re-employment for all certificated employees for the purpose of providing accurate documentation and written support; and, complying with applicable federal and state guidelines and timelines.
- **Prepares** and maintains a variety of files and records (e.g. confidential personnel files, employee records, credentials, payroll documents, statistical data, salary classification changes, etc.) for the purpose of providing documentation of required information in compliance with all federal state and county regulations.
- **Provides** technical training, assistance and guidance to other personnel for the purpose of providing support in the completion of work activities.
- **Provides** detailed information to district staff and general public (e.g. certificated employment opportunities, salaries, etc.) for the purpose of disseminating information on employment within the district.
- **Researches** and reviews regulations (e.g. Board policies, bargaining agreements, credentialing, etc.) for the purpose of verifying accuracy of data; and, ensuring compliance with applicable federal, state and district guidelines.

Other Job Functions:

- **Administers** and scores the District Examination test to applicants for the purpose of ensuring applicant eligibility for employment.
- **Attends** meetings as needed for the purpose of conveying and/or gathering information required to perform functions.
- **Handles** funds (e.g. fees, registrations, etc.) for the purpose of ensuring proper receipt and processing of funds as required.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation. Ability to perform basic math calculations. Knowledge of State, County and Local certification requirements. Knowledge of Board of Education policies and procedures, State Education Code and Federal laws related to personnel. Ability to work with minimal supervision, understand and carry out oral and written instructions.
- **Physical Requirements:** Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; sitting for long periods at a desk and in front of a computer; have the ability to occasionally lift up to 52 pounds, frequently lift up to 5 plus pounds and constantly lift a minimum of 5 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Fumes and Odors (Copier chemicals, etc; Dust and paper dust).
- **Education and Training Required:** Associate of Arts Degree or equivalent and three (3) years of certificated credentialing experience; OR five (5) years of certificated credentialing experience.
- **Licenses, Certifications and Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Structured testing process to establish eligibility list.

Personnel Commission: 03/31/98
Salary Modification: 07/01/00
Personnel Commission: 12/15/05