



## Credential Analyst Series

Class Title	Class Code	Date Established	Date Revised
Credential Analyst Trainee	2627	7-1-2000	11-1-2001
Credential Analyst I	2628	4-20-1970	11-1-2001
Credential Analyst II	2630	10-1-1986	11-1-2001

### SERIES DEFINITION:

The Credential Analyst series includes positions responsible for a broad range of credentialing functions that include reviewing, analyzing, evaluating and processing applications for public school teaching credentials, certificates, and permits. Incumbents in these classifications have the responsibility of determining eligibility for credentials, certificates and permits, and recommending their issuance to the California Commission on Teacher Credentialing; however, the Credential Analyst II has the authority on behalf of the campus to directly notify the Commission to issue credentials, certificates, or permits. Incumbents in these classifications serve as a campus resource and provide assistance, guidance and current information to students, members of the faculty, faculty committees and other interested parties on matters regarding the State and campus credentialing requirements.

Positions in this series differ from those in the administrative support series by the responsibility of reviewing applications for State teaching, service and specialist credentials, determining an applicant's eligibility for credentials, and recommending issuance of credentials, certificates or permits on behalf of the campus to the California Commission on Teacher Credentialing. The work of a Credential Analyst requires extensive knowledge of complex credentialing rules and regulations. In contrast, incumbents in administrative support classifications may perform duties that involve processing applications and related paperwork, but do not have the responsibility or authority to evaluate and approve credential applications.

Positions in this series also differ from those in the Student Services Professional Series by their focus on the credentialing process and related student activities. In contrast, positions in the Student Services Professional Series perform duties involving the assessing, interpreting or influencing of individual student behavior, adjustment to campus life and goal choices.

### Credential Analyst Trainee:

Under direct supervision, the Credential Analyst Trainee classification provides a training opportunity for approximately six months to twelve months (not to exceed twelve months). During the training, the incumbent can acquire the essential knowledge, skills and abilities to perform work comparable to the work of a Credential Analyst I. The trainee program involves learning the State standards and requirements for teaching and service credentials, as well as learning to process applications, evaluate academic qualifications, determine credit to issued towards credentials and permits, and to interpret and apply the California Education Code and other regulations pertaining to the issuance of various credentials, certificates and permits for public school teaching and service in California.

The length of the training program will depend on the Trainee's prior experience, but cannot exceed twelve months. Permanent status can not be achieved in this trainee classification. Upon completion of the training, the Trainee is expected to be able to perform the duties of the Credential Analyst I under general supervision. If the training program is successfully completed, the Trainee will be reclassified to a Credential Analyst I.

#### **TYPICAL QUALIFICATIONS:**

##### **Knowledge and Abilities:**

Knowledge of general office procedures, methods, and practices. Knowledge of the techniques used in processing information.

Ability to check and verify complex records and detailed information for compliance with established criteria; write correspondence and prepare standard reports; demonstrate thoroughness and accuracy; interpret and apply written regulations; and maintain confidentiality of information.

During training, the ability to learn and apply the following is essential: State standards and requirements for teaching and service credentials, certificates, or permits; how to process applications and evaluate academic qualifications and determine credit to be granted towards credentials, certificates and permits; and how to interpret and apply the California Education Code and other regulations pertaining to the granting of various credentials and permits for public school teaching and service in California.

and

##### **Experience:**

Equivalent training and experience involving academic, administrative, fiscal or statistical record-keeping and processing or course work involving the development of analytical skills.

#### **Credential Analyst I:**

Under general supervision, the Credential Analyst I is responsible for reviewing credential applications and recommending whether or not a credential, certificate or permit be recommended for issuance. Incumbents evaluate academic qualifications and determine credit to be granted toward credentials, certificates and permits; process applications for teaching credentials and permits, rejecting those that do not meet mandated requirements; maintain resource documents that describe all the rules and requirements for each type of credential; circulate and post announcements regarding testing dates, activities and schedules related to credential preparation; provide forms, handouts and instructions related to applying for credentials; maintain progress files on students seeking credentials; announce, schedule and coordinate campus activities and workshops related to the teacher preparation program; advise and assist students and members of the faculty, faculty committees and other interested parties by interpreting credential rules, regulations and processes. Incumbents at this level do not have the final authority to directly notify the California Commission on Teacher Credentialing that a credential, certificate, or permit be issued to an applicant.

#### **TYPICAL QUALIFICATIONS:**

##### **Knowledges and Abilities:**

Thorough knowledge of State standards and requirements for teaching and service credentials; general knowledge of educational practices in California school systems related to employment of teachers with credentials or permits; general knowledge of school internship programs; and a broad understanding of the credentialing process.

Ability to interpret for others and correctly apply the California Education Code and other such regulations pertaining to the issuance of the various credentials, certificates and permits for public school teaching and service in California; to organize and plan work to meet deadlines; to schedule participants for interviews, workshops or teaching related activities; to evaluate academic qualifications and determine credit to be granted toward credentials, certificates and permits; to prepare correspondence, records, and reports; and to establish and maintain cooperative working relationships with others.

and

**Experience:**

Equivalent to one year of experience evaluating academic qualifications of applicants for public school credentials, certificates or permits

or

Equivalent to two years of experience processing academic records to determine eligibility for admissions or degrees. One year of college level education (full-time equivalent) may be equated for up to one year of the academic record processing experience

or

Equivalent to two years experience performing technical, clerical or secretarial duties involving formulation, revision or interpretation of academic requirements or courses. One year of college level education (full-time equivalent) may be equated for up to one year of the technical, clerical or secretarial experience.

**Credential Analyst II:**

In addition to performing the full range of evaluation and processing functions of the Credential Analyst I, the Credential Analyst II has the full authority to notify the California Commission on Teacher Credentialing that a credential, certificate or teaching permit be issued to an applicant. Incumbents also may serve as a lead to other staff members in the Credential Analyst I classification or in positions performing related work.

Incumbents are responsible for adhering to the California Commission on Teacher Credentialing approved credential program requirements; reporting of credential admission, enrollment and recommendation data reporting; and maintaining historic credential program related documentation related to formal California Commission on Teacher Credentialing program approvals, credential-related fees and subject matter program content.

**TYPICAL QUALIFICATIONS:**

**Knowledges and Abilities:**

Comprehensive knowledge of State standards and requirements for the full range of teaching credentials; thorough knowledge of educational practices related to employment of teachers with credentials, certificates, or permits in California school systems; a comprehensive understanding of the credentialing process; thorough knowledge of school internship programs; and a general knowledge of teacher preparation programs.

Same abilities as Credential Analyst I.

and

**Experience:**

Equivalency of two years of experience in the review, analysis, evaluation or processing applications for teaching credentials, certificates or permits.

Equivalency of one year of the above required experience may be equated with any combination of the following:

Two years of experience processing academic records to determine eligibility for admissions or degrees. One year of college level education (full-time equivalent) may be equated for up to one year of the academic record processing experience.

or

Two years of experience performing technical, clerical or secretarial duties involving formulation, revision or interpretation of academic requirements or courses. One year of college level education (full-time equivalent) may be equated for up to one year of the technical, clerical or secretarial experience.

**ALL CLASSES:**

**Occupational Index:** O-1

**Premium O/T:** Yes

**Shift Differential:** No