



## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager II, Credentials Human Resources Office of the Superintendent</b>	<b>#6200</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 09</b>	

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### **SUMMARY OF POSITION:**

Under the general direction of the Chief Human Resources Officer, this position is responsible for planning and coordinating activities related to credential and certificated compliance issues, developing, and implementing policies and procedures to assure credential activities comply with laws, guidelines, and regulations; organizing work assignments and determines priorities related to credentials. This position requires the employee to analyze assignments, make determinations and advise school districts on how to correct credential misassignments. This position is also responsible for the payroll credential audit, reviewing properly credentialed employees are certified to be paid. Payroll deadlines may vary requiring flexibility. This position also participates in general Human Resources functions related to certificated personnel, tracking of mentors, enrollment in induction, working with universities, and other County Offices. As part of the management team, you will participate in Title IX investigations as directed by the Chief Human Resources Officer. You will also facilitate Reasonable Accommodations meetings with employees requesting to return to work with restrictions.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor of Arts/Science Degree or comparable combination of experience, education, and training in a K-12 public school educational environment or related fields may be considered. Minimum of three-years credentials related experience.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of experience working in a Human Resources environment processing credentials, analyzing transcripts, and reviewing certificated assignments for school districts also acting as a liaison to the California Commission on Teacher Credentialing (CCTC). Experience with processes and procedures used by the CCTC is also desired. Experience with various software products used for analysis, data integration and reporting.

### **KNOWLEDGE, SKILLS AND/OR ABILITIES:**

Knowledge of:

- principles and practices of credential analysis
- assigned software

Ability to:

- operate a computer
- manage data for the San Joaquin County Office of Education, administer and prepare custom reports and analysis of data

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

**DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three levels.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations as related to accounting procedures.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Process Credential applications, working directly with school districts, COE's, the CCTC and the public.
14. Attend conference and trainings offered for Credential Analysts and represent the SJCOE at local, regional, and state meetings, conferences, in- services, and events.
15. Responsible for training and providing guidance to personnel staff to assure timely and accurate performance of assigned duties.
16. Provide technical assistance and training to school district staff regarding credentials and certificated assignment issues.
17. Perform the credential audit process through our payroll system to clear pay warrants for SJCOE employees and all of our School Districts.
18. Evaluate eligibility for credentials, permits, waivers and other assignment options; reviews and issues Temporary County Certificates; maintains current knowledge of laws, guidelines and regulations governing credentials and other certificated compliance issues.
19. Develop and implement methods for efficient and effective processing of credential information on Teacher Credentialing; serves as a liaison between school districts and the Commission on Teacher Credentialing.
20. Responsible for maintaining data and generating reports regarding certificated staffing and initiatives related to teacher quality and certification.
21. Work directly with CALPADS administrators in accordance with the California Department of Education (CDE) and the California Commission on Teacher Credentialing for proper assignment of certificated personnel. Advises credential authorizations as it relates to CALPADs course codes.
22. Monitor all school districts in San Joaquin County, auditing assignments to verify the proper teaching credential or an alternate document is held by the teacher, one that allows the teacher to be legally assigned.
23. Participate in Title IX investigations as directed by the Chief Human Resources Officer.
24. Facilitate return to work; reasonable accommodations meetings for employees requesting to return with restrictions for modified duty.
25. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.

6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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