

HR Credentials Technician - Confidential

Purpose Statement

The job of HR Credentials Technician - Confidential is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for performing a variety of technical duties involved in credentialing services to certificated employees, applicants, county office, and school district personnel; interpreting policies, regulations and negotiated language; addressing a variety of issues and/or providing general support; assisting in ensuring that personnel functions conform to all applicable regulatory requirements; and maintaining confidentiality of sensitive information, including union negotiations.

This job reports to Executive Director, Human Resources

Essential Functions

Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, credentialing, personnel records and/or labor relations and related legal requirements.

Conducts new employee orientation (e.g. introducing personnel, payroll, and benefit policies; assisting with employment forms, etc.) for the purpose of ensuring employees are knowledgeable of current policies, practices and administrative processes.

Develops a wide variety of written materials (e.g. forms, procedures, brochures, pamphlets, memoranda, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Informs new employees and applicants regarding a variety of procedures and program requirements (e.g. new employee orientation, in- service training, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or referring to appropriate personnel.

Interprets collective bargaining language, education code and employment regulations for the purpose of ensuring compliance with regulatory requirements.

Maintains manual and electronic documents, files and records (e.g. vacancy listings, applicant tracking, county wide credentials, etc.) for the purpose of providing accurate information in compliance with established guidelines.

Monitors a variety of processes (e.g. position requests, eligibility, credentials, temporary county certificates, Induction Program, English language compliance., etc.) for the purpose of ensuring efficient processing of applicants and county office and school district personnel in addressing position requirements and adhering to legal and/or administrative requirements.

Participates in meetings, workshops and trainings for the purpose of staying current with changes in credential requirements and legislation and/or other information for supporting staff.

Performs complex monitoring of assignments for the purpose of assuring the possession of valid and appropriate credentials, assignment monitoring and correction of misassignments.

Prepares a variety of reports and related documents (e.g. State and Federal reports, employment verification requests, fingerprint reports, data summary reports for board agenda, classification studies and surveys, etc.) for the purpose of providing documentation and information to others.

Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of developing new programs/services, ensuring compliance with legislative requirements, securing general information for planning and/or responding to requests.

Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information, identifying the relevant issues and referring to appropriate personnel.

Serves as a liaison to committees and/or organizations on behalf of the Human Resources Director for the purpose of conveying and/or gathering information required for county office operations.

Supports the Human Resources Office and department staff for the purpose of assisting in the performance of their work activities.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; oral and written communications skills; technical skills in field of specialty; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within County Office environment; interpreting contract language; and codes, regulations, operation, policies of COE.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; problem solving; tact, patience and courtesy; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status
Non Exempt

Approval Date
6/21/2017

Salary Grade
43