

# Job Opportunity

## Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

### STAFF SERVICES ANALYST

<b>Salary:</b>	\$2,945 - \$4,788	<b>Work Hours:</b>	8:00 a.m. – 5:00 p.m.
<b>Tenure/Time base:</b>	Permanent/Fulltime	<b>Final Filing Date:</b>	March 8, 2016
<b>Contact:</b>	Julie Gillaspy 916-323-5979 jgillaspy@ctc.ca.gov	<b>Office/Location:</b>	Commission on Teacher Credentialing Certification Division 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

The Certification Division of the Commission on Teacher Credentialing is the primary point of contact and ensures requirements have been met for all certification documents that authorize teaching and services in California public schools. Under supervision of the Staff Services Manager I and lead direction from Associate Governmental Program Analysts, the Staff Services Analyst serves as a liaison between the Commission on Teacher Credentialing's Certification Division and educators, universities, colleges, county offices of education, school districts, charter schools, other government agencies, and the general public. The Staff Services Analyst is the recruiting and training through first journey level class for persons to perform certification analysis and eligibility determination.

Duties include, but are not limited to,

#### **ESSENTIAL FUNCTIONS:**

- Review, analyze, evaluate and approve or reject electronic and paper applications for certification documents issued by the Commission that are used in California's public schools. Interpret and analyze an educator's credential history including any remaining requirements for previously issued credential documents. Maintain a level of understanding of the authorizations of all Commission-issued certification documents. Determine academic eligibility or eligibility for extensions by appeal. Interpret and consistently apply Title 5 Regulations, the California Education Code, other applicable laws, rules and regulations, and Commission policies and procedures. Validate and evaluate out-of-state and outside the United States issued documents and examinations, original college/university and foreign evaluation transcripts, other required credential documentation, and the educator's credential history to ensure accurate analysis and eligibility determination. Provide credential analysis and interpretation of requirements on a wide variety of credentialing-related issues through application review, in-person, telephone, email, and written correspondence services. After review and analysis, grant credential or return the application for additional information. Accurately and efficiently navigate the Commission's Credential Automated System Enterprise (CASE) database to interpret and analyze an educator's credential history, enter notes concerning an educator or his/her credential documents, create new or modify existing credential documents, and generate letters requesting additional information. Regularly and efficiently access the CTC Online system and other electronic resources. Work independently and in a team environment to complete assignments to meet the Commission's legislative mandated timelines and business goals. Consult with Lead, Trainer, or other Subject Matter Experts or Managers on more complex issues.

*The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.*

- Respond to telephone calls and electronic or paper correspondence from educators, universities, colleges, county offices of education, school districts, charter schools, other government agency personnel, and the general public. Provide in-person assistance as needed. Interpret, analyze, and consistently apply Title 5 Regulations, California Education Code, other applicable laws, rules and regulations, Commission policies and procedures, and as applicable, an educator's credentialing history to respond to credentialing questions in person, by telephone or by email without specific direction or review of work. Regularly and efficiently access CASE, the CTC Online system, and other electronic resources when responding by telephone or email. Provide daily telephone coverage. Work independently and in a team environment to complete assignments to meet the Commission's legislative mandated timelines and business goals. Consult with Lead, Trainer, or other Subject Matter Experts or Managers on more complex issues.
- Analyze and make recommendations to revise resource materials such as division or agency publications, leaflets, CASE notes, policies, procedures, and training materials for consistency in interpretation when discrepancies are identified. Attend, participate in and/or present ongoing on-the-job development activities such as training, staff meetings, and workshops. Assist in developing and maintaining internal training-related materials/references and external training sessions, workshops and conferences. Work independently and in a team environment to complete assignments to meet the Commission's business goals. Consult with Lead, Trainer, or other Subject Matter Experts or Managers on more complex issues.

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### **MARGINAL FUNCTIONS**

- Research, analyze, and draft a variety of documents including Coded Correspondence, Credential information Alerts, news flashes, and reports interpreting new legislation and/or existing Title 5 Regulations, the California Education Code, other applicable laws, rules and regulations, and Commission policies and procedures. May be assigned to work on special projects.
- Assist other analytical staff as required.
- Special note:  
May be temporarily reassigned to other units for professional growth and development or as needed for operational need.

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### **DESIRABLE QUALIFICATIONS:**

- Integrity – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.
- Expertise – be a reliable source of accurate information.
- Teamwork – works collaboratively and in recognition of the contribution each makes to the common purpose.
- Respect – recognizes the validity of other points of view and treats others with civility.
- Problem Solving – strives to find practical and effective solutions to achieving desired goals.

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### **CONDITIONS OF EMPLOYMENT:** *Fingerprint Clearance is Required.*

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### **WHO MAY APPLY:**

Individuals who possess the desirable qualifications listed above, and are currently at the Staff Services Analyst classification or who have list, transfer, or reinstatement eligibility to the above class may apply. Appointment is subject to the State restriction of Appointment (SROA).

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### **FILING INSTRUCTIONS:**

Interested applicants must submit a State Application form, STD 678, addressed to Commission on Teacher Credentialing, Office of Human Resources at 1900 Capitol Avenue, Sacramento, CA 95811-4213, Attention Julie Gillaspay, postmarked no later than the filing date. Emailed or faxed applications will not be accepted. All applicants must clearly indicate the basis

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of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility} and write " RPA No.16-040" on the application. Applicants may be required to supply verification of minimum qualifications (i.e. transcripts) upon request. The applications will be screened and only the most qualified applicants will be invited for an interview. This position is pending HR approval. **Multiple positions available.**

If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact Rhonda Brown at 916-322-6253.

If your application is received by the final filing date and you do not hear from us within a reasonable amount of time (3-4 weeks) AFTER the final filing date, you may assume that the position has been filled by the appointment of another eligible person."

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