

# 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 MANAGER I (Specialist) – Multiple Positions

<b>Salary:</b>	\$5,311 - \$6,598	<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 23, 2016
<b>Contact:</b>	Julie Gillaspay 916-323-5979 jgillaspay@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.

Under the general direction of the SSM III, the incumbent is able to act independently and authoritatively on a variety of investigative, technical, analytical, operational research and statistical functions to include, but not limited to, interpretive findings, programmatic planning, policy development and support consistent with State laws including Education Code and Title 5 regulations and certification requirements, and serving in an advisory capacity to Senior Management and other CTC staff. Duties include, but are not limited to,

#### **ESSENTIAL FUNCTIONS:**

- Program, Policy and Projects—Initiate and lead projects related to the development of procedures that establish new precedents for the Division and the Agency. Develop and implement new and specialized program requirements for certification. Respond to unique and complex requests and inquiries from other state and federal agencies, national organizations, and stakeholder groups. Develop and implement innovative monitoring systems and procedures to collect, analyze and report data about the work of the Agency. Review and prepare analysis of current legislation affecting educator certification. Develop position papers on specific legislative initiatives and concepts for consideration by Executive Staff and the Commission. Write policy memos (coded correspondence and credential information alerts) for distribution to universities, county and district offices and other interested parties. Advise senior management including the Director and Deputy Director of the Certification Division and the Executive Management of CTC on certification information, statutory requirements and regulatory policy. Serve as the representative for the Director and Deputy Director of Certification when necessary.
- Address the most complex and sensitive questions from educators, credential analysts in the field, legislative offices and stakeholder groups. Remain up-to-date on certification policy and legislative initiatives related to educator certification. Develop new Title 5 regulatory policy and update existing regulations as necessary. Draft and present agenda items to the Commission regarding regulatory changes/updates to Title 5 of the California Code of Regulations.
- Develop production enhancements for the CASE system and for the Certification public web pages. Provide training and technical assistance to credential analysts and other CTC staff in support of departmental initiatives. Prepare material and present at workshops such as the annual CCAC conference.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

## **MARGINAL FUNCTIONS**

- Engage in special project assignments as directed by management and Executive staff. Work as a liaison between the Certification Division and other agency divisions and with important stakeholder groups.

## **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.
- Knowledge- substantial knowledge of Education Code, Title 5 regulations, and credentialing requirements
- Communication-communicate effectively with parties that have divergent ideas or opinions
- Negotiating-ability to provide consultation on sensitive issues that have significant impact on the Division or Agency; able to negotiate and interpret broad application of certification policies that impact stakeholder groups

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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 Manager I 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 of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and write “ RPA No.16-045” 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.

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.

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

Rhonda Brown  
(916) 322-6253

[RBrown@ctc.ca.gov](mailto:RBrown@ctc.ca.gov)

**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.**

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