

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Supervisor III, Credential and LiveScan Services**

**Purpose Statement**

The job of Supervisor III, Credential and LiveScan Services, is done for the purpose/s of planning, organizing, and directing a variety of technical specialized and advisory services and actions in the areas of credential processing, monitoring, and approval; conducting the audit of personnel assignments for K-12 certificated staff in the school districts located in San Diego County; providing guidance to school district administrators, certificated employees, and potential teachers to ensure compliance with applicable codes and regulations related to credential requirements; and supervising and evaluating the performance of assigned personnel.

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**Essential Functions**

- Analyzes, interprets, and applies State and Federal laws, regulations and established policies for the purpose of assuring compliance of all credentialing related matters.
- Conducts the audit of personnel assignments of certificated staff in K-12 school districts and assigned schools for the purposes of assignment monitoring.
- Manages the database for credential registration for certificated staff in K-12 school districts, charter schools, and child development programs throughout San Diego County.
- Approves the issuance of temporary county certificates and emergency credentials for clients and school district employees on behalf of the County Office.
- Assists the Assistant Superintendent and district administrators in the formulation and development of policies and procedures for the purpose of ensuring compliance with credentialing, fingerprinting, and state mandated assignment requirements.
- Communicates frequently with representatives of other County offices, school districts, institutions for higher learning, state agencies and district personnel for the purpose of ensuring effective credentials registration and monitoring.
- Maintains SDCOE web pages for the purpose of overseeing and updating the site with current and relevant information.
- Organizes work assignments and schedules of department staff for the purpose of determining priorities and assuring services are provided in a timely and efficient manner.
- Oversees staff in a variety of operational matters for the purpose of directing the staff to provide current, individualized information and guidance to districts and clients in the areas of CA credentials, fingerprinting, DOJ and FBI reporting and state/federal monitoring regulations.
- Develops workshops and seminars both county and state-wide for the purpose of presenting informational and/or in-service training and/or gathering information required to perform functions.
- Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, assigning complex and technical projects, etc.) for the purpose of maintaining adequate professional, technical and clerical staff, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Prepares and maintains a wide variety of complex written materials (e.g. reports, procedures, mandatory reporting, etc.) for the purpose of documenting activities and issues, meeting compliance

requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Prepares communications to district leaders (e.g. bulletins, reports, newsletters, etc.) for the purpose of providing information regarding current credential standards and regulations.
- Supervises department operations and the maintenance of services and the implementation of new programs and/or processes (e.g. credentials review, Fingerprint/LiveScan, DOJ and FBI clearing house, Williams and AMR assignment monitoring, etc.) for the purpose of coordinating the delivery of services and programs to clients within established timeframes and in compliance with related requirements.

### **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: operating standard office equipment; using pertinent software applications; managing budgets; exercising independent judgement and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: provisions of the California Administrative Code, Education Code, and related state laws pertaining to the credentialing system of certificated employees; personnel system software; human resources and payroll practices; accounting/bookkeeping principles; practices of personnel administration; recordkeeping and record retention practices; and supervisory and leadership techniques.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use 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 a variety of data; and utilize specific, job-related equipment. Independent 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. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; establishing effective working relationships; meeting deadlines and schedules; setting priorities; and maintaining confidentiality.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; managing a department; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

## **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency Any combination equivalent to: a bachelor's degree from an accredited college or university in human resources, payroll, finances or a related field and training and experience that clearly demonstrates possession of the knowledge and abilities needed. An example of such experience would be a minimum of five years of experience in a school district, county or university credentials office in progressively responsible capacities, including complex technical assignments, leadership or supervisory responsibilities, and extensive public contact.

### Required Testing

### Certificates

Driver's License & Evidence of Insurability

### Continuing Educ./Training

### Clearances

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 40

Revised: 3/2017

**Personnel Commission Approved: October 19, 2016**