

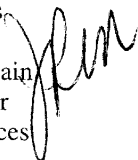
The California State University
Office of the Chancellor
401 Golden Shore
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(562) 951-4411

Date: November 1, 2001

Code: HR 2001-29

To: CSU Presidents,

From: Jackie R. McClain
Vice Chancellor
Human Resources



Subject: Updated Classifications and Qualification Standards for the Credential Analyst Series

We are pleased to announce the implementation of the updated Credential Analyst Series. The Credential Analyst Trainee Classification and Qualification Standard has been added to the series. In addition, the Credential Analyst I and II standards have been updated. Final Classification and Qualification Standards are provided in Attachment A and reflect the feedback from campuses during the systemwide review process. Provided below is the summary of the changes for each classification in the series:

❖ **CREDENTIAL ANALYST TRAINEE - NEW**

As a result of collective bargaining with the Academic Professionals of California (APC), the Credential Analyst Trainee (class code 2627) classification was implemented effective July 1, 2000. Even though no classification standard was published, the classification has been available for campus use beginning July 1, 2000. In accordance with the Memoranda of Understanding (MOU) on Trainees, the classification standard has now been developed (refer to Attachment B). A summary of the provisions outlined in the MOU are described below:

Classification Information:

Class Code: 2627
CBID: R04
FLSA: Non-Exempt
Salary Rate: \$2715 - \$3122 monthly for fiscal year 2001/02. Refer to the CSU Salary Schedule for future updates.

Distribution:

Vice Presidents, Administration
Vice Presidents, Academic Affairs
Vice Presidents, Student Affairs
Vice Presidents, University Advancement

Associate Vice Presidents/Deans of Faculty Affairs
Human Resources Directors
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Employment Provisions:

- Trainee appointments are generally six (6) to twelve (12) months, not to exceed twelve (12) months or the equivalent for academic year.
- Appointments are temporary in nature. Trainees do not receive permanent status and do not earn seniority points in this classification.
- If, at the time of appointment, the Trainee is employed on the campus, the salary rate shall be at the Trainee's current salary rate unless the current salary exceeds the salary range maximum of the Credential Analyst Trainee. In such cases, the Trainee's salary shall be at the Credential Analyst Trainee's salary range maximum.
- Upon the successful completion of training, the Trainee shall be appointed to Credential Analyst I and shall be granted a salary increase of no less than five percent (5%), not to exceed the salary range maximum. Such appointment shall not be considered within a classification series for purposes of Article 14.3. In such cases, the employee shall receive credit toward completion of his/her two-year probationary period in the Credential Analyst I for the time worked in the Trainee classification.
- If at any time during or at the completion of the training period the President determines that an employee is not performing successfully, the employee shall return to the Unit 4 classification and salary held immediately prior to the training period only if such employee held permanent status in that classification.

❖ **CREDENTIAL ANALYST I AND II - UPDATED**

The classification standards for the Credential Analyst I (class code 2628) and Credential Analyst II (class code 2630) have been updated to reflect that the CSU no longer has delegated authority to issue credentials on behalf of the California Commission on Teacher Credentialing. Now, all credentials and permits are issued only by the California Commission on Teacher Credentialing. The Credential Analyst I can make a recommendation for granting credentials, but only the Credential Analyst II has the authority to directly notify the Commission to issue a credential or permit.

If you have questions or concerns, please contact Human Resources Administration at (562) 951-4411. This HR Letter is also available on Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcC:gc

Classification and Qualification



STANDARDS

The California State University System

Credential Analyst Series

Class Title	Class Code	Date Established	Date Revised
Credential Analyst Trainee	2627	7-1-2000	11-1-2001
Credential Analyst I	2628	4-20-1970	11-1-2001
Credential Analyst II	2630	10-1-1986	11-1-2001

SERIES DEFINITION:

The Credential Analyst series includes positions responsible for a broad range of credentialing functions that include reviewing, analyzing, evaluating and processing applications for public school teaching credentials, certificates, and permits. Incumbents in these classifications have the responsibility of determining eligibility for credentials, certificates and permits, and recommending their issuance to the California Commission on Teacher Credentialing; however, the Credential Analyst II has the authority on behalf of the campus to directly notify the Commission to issue credentials, certificates, or permits. Incumbents in these classifications serve as a campus resource and provide assistance, guidance and current information to students, members of the faculty, faculty committees and other interested parties on matters regarding the State and campus credentialing requirements.

Positions in this series differ from those in the administrative support series by the responsibility of reviewing applications for State teaching, service and specialist credentials, determining an applicant's eligibility for credentials, and recommending issuance of credentials, certificates or permits on behalf of the campus to the California Commission on Teacher Credentialing. The work of a Credential Analyst requires extensive knowledge of complex credentialing rules and regulations. In contrast, incumbents in administrative support classifications may perform duties that involve processing applications and related paperwork, but do not have the responsibility or authority to evaluate and approve credential applications.

Positions in this series also differ from those in the Student Services Professional Series by their focus on the credentialing process and related student activities. In contrast, positions in the Student Services Professional Series perform duties involving the assessing, interpreting or influencing of individual student behavior, adjustment to campus life and goal choices.

Credential Analyst Trainee:

Under direct supervision, the Credential Analyst Trainee classification provides a training opportunity for approximately six months to twelve months (not to exceed twelve months). During the training, the incumbent can acquire the essential knowledge, skills and abilities to perform work comparable to the work of a Credential Analyst I. The trainee program involves learning the State standards and requirements for teaching and service credentials, as well as learning to process applications, evaluate academic qualifications, determine credit to issued towards credentials and permits, and to interpret and apply the California Education Code and other regulations pertaining to the issuance of various credentials, certificates and permits for public school teaching and service in California.

The length of the training program will depend on the Trainee's prior experience, but cannot exceed twelve months. Permanent status can not be achieved in this trainee classification. Upon completion of the training, the Trainee is expected to be able to perform the duties of the Credential Analyst I under general supervision. If the training program is successfully completed, the Trainee will be reclassified to a Credential Analyst I.

TYPICAL QUALIFICATIONS:

Knowledge and Abilities:

Knowledge of general office procedures, methods, and practices. Knowledge of the techniques used in processing information.

Ability to check and verify complex records and detailed information for compliance with established criteria; write correspondence and prepare standard reports; demonstrate thoroughness and accuracy; interpret and apply written regulations; and maintain confidentiality of information.

During training, the ability to learn and apply the following is essential: State standards and requirements for teaching and service credentials, certificates, or permits; how to process applications and evaluate academic qualifications and determine credit to be granted towards credentials, certificates and permits; and how to interpret and apply the California Education Code and other regulations pertaining to the granting of various credentials and permits for public school teaching and service in California.

and

Experience:

Equivalent training and experience involving academic, administrative, fiscal or statistical record-keeping and processing or course work involving the development of analytical skills.

Credential Analyst I:

Under general supervision, the Credential Analyst I is responsible for reviewing credential applications and recommending whether or not a credential, certificate or permit be recommended for issuance. Incumbents evaluate academic qualifications and determine credit to be granted toward credentials, certificates and permits; process applications for teaching credentials and permits, rejecting those that do not meet mandated requirements; maintain resource documents that describe all the rules and requirements for each type of credential; circulate and post announcements regarding testing dates, activities and schedules related to credential preparation; provide forms, handouts and instructions related to applying for credentials; maintain progress files on students seeking credentials; announce, schedule and coordinate campus activities and workshops related to the teacher preparation program; advise and assist students and members of the faculty, faculty committees and other interested parties by interpreting credential rules, regulations and processes. Incumbents at this level do not have the final authority to directly notify the California Commission on Teacher Credentialing that a credential, certificate, or permit be issued to an applicant.

TYPICAL QUALIFICATIONS:

Knowledges and Abilities:

Thorough knowledge of State standards and requirements for teaching and service credentials; general knowledge of educational practices in California school systems related to employment of teachers with credentials or permits; general knowledge of school internship programs; and a broad understanding of the credentialing process.

Ability to interpret for others and correctly apply the California Education Code and other such regulations pertaining to the issuance of the various credentials, certificates and permits for public school teaching and service in California; to organize and plan work to meet deadlines; to schedule participants for interviews, workshops or teaching related activities; to evaluate academic qualifications and determine credit to be granted toward credentials, certificates and permits; to prepare correspondence, records, and reports; and to establish and maintain cooperative working relationships with others.

and

Experience:

Equivalent to one year of experience evaluating academic qualifications of applicants for public school credentials, certificates or permits

or

Equivalent to two years of experience processing academic records to determine eligibility for admissions or degrees. One year of college level education (full-time equivalent) may be equated for up to one year of the academic record processing experience

or

Equivalent to two years experience performing technical, clerical or secretarial duties involving formulation, revision or interpretation of academic requirements or courses. One year of college level education (full-time equivalent) may be equated for up to one year of the technical, clerical or secretarial experience.

Credential Analyst II:

In addition to performing the full range of evaluation and processing functions of the Credential Analyst I, the Credential Analyst II has the full authority to notify the California Commission on Teacher Credentialing that a credential, certificate or teaching permit be issued to an applicant. Incumbents also may serve as a lead to other staff members in the Credential Analyst I classification or in positions performing related work.

Incumbents are responsible for adhering to the California Commission on Teacher Credentialing approved credential program requirements; reporting of credential admission, enrollment and recommendation data reporting; and maintaining historic credential program related documentation related to formal California Commission on Teacher Credentialing program approvals, credential-related fees and subject matter program content.

TYPICAL QUALIFICATIONS:

Knowledges and Abilities:

Comprehensive knowledge of State standards and requirements for the full range of teaching credentials; thorough knowledge of educational practices related to employment of teachers with credentials, certificates, or permits in California school systems; a comprehensive understanding of the credentialing process; thorough knowledge of school internship programs; and a general knowledge of teacher preparation programs.

Same abilities as Credential Analyst I.

and

Experience:

Equivalency of two years of experience in the review, analysis, evaluation or processing applications for teaching credentials, certificates or permits.

Equivalency of one year of the above required experience may be equated with any combination of the following:

Two years of experience processing academic records to determine eligibility for admissions or degrees. One year of college level education (full-time equivalent) may be equated for up to one year of the academic record processing experience.

or

Two years of experience performing technical, clerical or secretarial duties involving formulation, revision or interpretation of academic requirements or courses. One year of college level education (full-time equivalent) may be equated for up to one year of the technical, clerical or secretarial experience.

ALL CLASSES:

Occupational Index: O-1

Premium O/T: Yes

Shift Differential: No

Memorandum of Understanding Trainees

The parties hereby agree as follows:

1. This Memorandum of Understanding shall be in effect during the parties' FY 2000/2001 - FY 2002/2003 collective bargaining agreement.
2. The existing Unit 4 classification of Evaluator Trainee shall have a salary range with a minimum monthly salary rate of \$2419 and a maximum monthly salary rate of \$2782. In accordance with the existing classification standard, the training period for Evaluator Trainee shall be six to twelve months.
3. A new Unit 4 classification of Credential Analyst Trainee shall be established. It shall have a salary range with a minimum monthly salary rate of \$2610 and a maximum monthly salary rate of \$3001. The CSU will complete the process to create a classification standard for the Credential Analyst Trainee classification no later than November 1, 2001. Although a new classification standard is not immediately available, campuses may use the new classification upon the effective date of this MOU. Until the new classification standard is developed, the training period for Credential Analyst Trainee shall be six to twelve months. Once the classification standard is established, the training period shall be in accordance with the classification standard and shall be no longer than 12 months.
4. Trainees shall be appointed at a salary rate within the appropriate classification's salary range. If at the time of appointment the trainee is a person employed on the campus, the salary rate shall be at the trainee's current salary rate unless the rate is outside the trainee classification salary range. In such cases, the trainee's salary shall be at the salary rate within the range which is closest to the trainee's current campus salary.
5. Trainee classifications shall be temporary classifications and shall not be utilized beyond the training period specified in the classification standard or this Memorandum of Understanding.
6. The salary rates in 2. and 3. above shall be increased by the General Salary Increases for FY 2000/01, FY 2001/02 and FY 2002/03.

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7. Upon the successful completion of training (as determined by the President), an employee shall be appointed to the appropriate Level I classification and shall be granted a salary increase of no less than five percent (5%). Such appointment shall not be considered within a classification series for purposes of Article 14.3. In such cases, the employee shall receive credit toward completion of his/her Level I two-year probationary period for the time worked in the trainee classification.

8. If at any time during or at the completion of the training period the President determines that an employee is not performing successfully, the employee shall return to the Unit 4 classification and salary held immediately prior to the training period only if such employee held permanent status in that classification.

For the California State University

For the Academic Professionals of
California

Jocelyn Clark 1/23/01
Date

Charles F. Jones 1/23/01
Date