

DUTY STATEMENT

Position Details:

RPA Number:
Effective Date:
Employee Name:
Position Number (Agency-Unit-Class-Serial): 192-302-xxxx-xxx
Division/Unit: Division of Licensure Enforcement/Case Management Uni
Class Title: Analyst I

You are a valued member of the Commission on Teacher Credentialing (CTC). You are expected to work cooperatively with all employees, our customers, and members of the public to enable the CTC to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully, and professionally is critical to the success of the CTC's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.

The Analyst I position utilizes basic analytical skills to prepare the Division's confidential investigative reports for the Committee of Credentials; prepares and reviews Petition for Reinstatement packets; communicates with school districts, applicants, credentialed holders or their legal counsel. The Analyst I shall perform the following duties under the general supervision of the Supervisor I within the Division's Case Management Unit.

Percentage of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
	<u>ESSENTIAL FUNCATIONS</u> Prepares Cases for the Committee of Credentials Review: Independently reviews and analyzes all information contained in the Commission's investigatory files; such as, police reports, court documents, records from other governmental entities, school districts, and credential applications. Summarizes information involving allegations of misconduct pertaining to the individual under review. Determines the circumstances in aggravation and mitigation in each case. Summarizes the information in a Confidential Investigative Report in an unbiased, clear, and concise manner. Prepares agenda sheets and supporting documentation for each case reviewed by the Committee of Credentials (COC). Coordinates the submission of materials for the COC's review.
45%	
20%	Petitions for Reinstatement: Organizes and reviews documentation submitted in accordance with the Commission's Petition for Reinstatement process. Sends requests to courts, law enforcement, and other entities as needed.
10%	Contacts: Communicates by telephone, email and postal mail with respondents, attorneys, school districts, and others with vital and sensitive information. Responds in a professional manner to the most complex, sensitive and confidential communications following the Commission's and Committee on Credentials standards and procedures.
10%	Prepares Cases for the Committee of Credentials Consent Calendar: Prepares case summaries for the Committee's consent calendar, issues notices on behalf of the Committee, and completes database activities in conjunction with this process.
10%	Procedure Development and Maintenance: Assists in the development, revision, and maintenance of procedures, training materials, and database manuals to ensure consistency and alignment with established standards.
	<u>MARGINAL FUNCATIONS</u> Meetings and Special Projects: Attends and participates in agency and staff meetings, as required. Organizes and participates in special projects.
5%	

Knowledge and Abilities:

Knowledge of:

- General sentence and paragraph construction and the proper use of the English language for writing.
- Current laws, codes and regulations regarding teacher education and disciplinary practices in California.
- Current laws related to criminal justice system, including infractions, misdemeanors and felonies as well as rehabilitation.
- Administrative functions, organization and structure of Commission on Teacher Credentialing.
- The construction of both letters of inquiry and confidential investigation reports for presentation to the Committee of Credentials and the Commission.
- California principles and methods of disciplinary practices for teachers.
- Microsoft Outlook and Adobe Acrobat.

Ability to:

- Interpret and apply facts found in police and district investigation reports and apply the provisions of the California Education Code, Penal Code, Government Code and the policies and regulations of the Commission on Teacher Credentialing.
- Analyze policy issues in teacher discipline.
- Perform in an independent and creative manner.
- Speak effectively and write clear, concise reports.
- Utilize effective techniques in human relations.
- Analyze situations accurately and take effective action.
- Analyze policy issues related to the evaluation of professional practices.

Interpersonal Skills:

- An ability to communicate in a civil manner in a fast-paced environment.

Desirable Qualifications:

- **Integrity** – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.
- **Responsibility** – demonstrates a strong sense of responsibility for the job and maintains good attendance.
- **Communication** – exhibits effective oral and written communication skills.
- **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.

Work Environment, Physical or Mental Abilities

Work Environment:

- Overtime may be necessary depending upon the situation (i.e. travel, attendance at conferences etc.)
- Requires prolonged sitting, use of telephones and computers, frequent contact with employees and some public contact. Requires mobility to various areas of the CTC and the ability to work business hours of 8 am to 5 pm.
- Demonstrates a commitment to perform duties in a service-oriented manner. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Requires fingerprint clearance.
- Has daily contact with CTC management and staff.

Physical Ability:

- Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

Mental Ability:

- Ability to communicate clearly and tactfully; read and follow written and oral instructions; and to change tasks and work with multiple task assignments.

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Personal Contacts:

- CTC management and staff
- Educators and the Public
- Stakeholders
- Commission and Committee of Credential members

Level of Responsibility – Actions and Consequences

Incumbent will have a high level of responsibility to assure the accuracy of highly confidential reports. Failure to use good judgment in handling sensitive and confidential information could result in confidential and/or incorrect information being released to unauthorized person(s), and may result in adverse actions. The actions of the individual can and will affect the Commission's public responsibility and the safety of the children of California.

MANAGER/SUPERVISOR STATEMENT:

I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

Manager/Supervisor Name (Print)	Manager/Supervisor Signature	Date

EMPLOYEE STATEMENT:

I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

Employee Name (Print)	Employee Signature	Date