



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **REGIONAL CERTIFICATION OFFICER**
Jurisdictional Class: Competitive
Civil Division: BOCES
Adoption: CSM 05/08/19
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class performs coordination tasks managing the regional licensing/certification of professional educators. The incumbent provides information and assistance in the area of requirements for teaching certification. Under the general supervision of the Director of Human Resources or other designated supervisor, the incumbent in this class is responsible for the day to day operation of the Regional Certification Office, which functions as an arm of the New York State Education Department's Office of Teaching Initiatives. The incumbent provides information and assistance to administrators of component school districts and the public on matters of certification. The incumbent is expected to work independently and to carry assignments through to completion. Supervision may be exercised over clerical and secretarial support staff as required. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Responsible for input, tracking and changes to all BOCES salaries, utilizing the payroll system;
Uses computer applications such as spreadsheets, word processing, and e-mail in performing work assignments;
Evaluates credentials; e.g., transcripts, for specific certificates and advises on additional coursework required for certification;
Conducts a thorough, accurate and timely evaluation of applicant's teacher certification application and Credentials in accordance with applicable laws, regulations, policies and procedures to determine whether the application and supporting credentialing documentation as provided by the applicant, meets the certification requirements;
Completes evaluations for teacher certification-related applications, including: teaching assistant certificates and coaching licenses (temporary and professional);
Acts as a liaison between component school districts and the New York State Education Department's Office of Teaching Initiatives;
Reviews required paperwork for completeness and sends to the Office of Teaching Initiatives with recommendation as to certification in order to expedite the process.
Arranges periodic information meetings with component school district administrators and State representatives to advise them of any changes in requirements for certification, develops and distributes materials for these meetings;
Maintains extensive contact with component school district administrators to advise them of any certification issues within their districts;
Responsible for creating and tracking all probationary and tenure appointments;
Tracks professional development hours for certification and salary credit;
Submits a monthly certification report to the Office of Teaching.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the general organization and function of a BOCES and the organizational mission of a Human Resources Department;
Good knowledge of the principles and practices of office management;
Ability to use computer applications, such as, spreadsheets, word processing and e-mail software;
Ability to communicate effectively, both orally and in writing;
Ability to establish and maintain effective working relationships with others;
Ability to maintain confidentiality;
Initiative;
Good judgement;
Tact and courtesy;
Resourcefulness.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business, Counseling, Education, Human Resources, Public Administration, Student Personnel Administration or closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in one of the areas listed in (A) above **AND** one (1) year of experience involving administrative, training and/or technical functions in an automated systems environment; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in one of the areas indicated in (A) above **AND** three (3) years of experience as described in (B) above.

NOTE: Verifiable part-time experience as defined in (B) above will be pro-rated toward meeting full-time experience requirements.