

Human Resources Division

FOCUS

Our Human Resources Division (HR) provides vital personnel and credentialing services to school district human resource administrators. Centralization at ACOE of personnel and credentialing services and capitalizing on economies of scale reduces the cost and increases efficiency in district operations. It also results in countywide standardization of quality personnel practices.

Critical Resource for District HR Administrators

We maintain a forum for administrators to share current information on school personnel issues such as employee relations, collective bargaining, discipline, and technology for HR offices.

Centralized Credentialing Services

Our credentials experts assist school districts, charter schools, nonpublic schools, private schools, and adult schools with many facets of the credentialing process, including:

- Processing new credential/permit applications and renewals of credentials/permits
- Conducting workshops for district staff on new credentialing and assignment requirements
- Advising out-of-state and out-of-country teachers regarding California certification requirements
- Issuing temporary certificates and maintaining copies of credentials for all teachers employed in Alameda County
- Processing Child Development Permits

Retirement Counseling

Our retirement experts assist teachers and classified staff in Alameda County school districts, as well as districts in adjacent counties on planning for a successful retirement.

We provide on-site State Teachers Retirement System (STRS) experts. Classified staff are directed to qualified Public Employees Retirement System (PERS) counselors.

Children's Waiting Room at the Hayward Hall of Justice (CWR)

A safe and comfortable place for children to wait while their parents are conducting business in the courthouse, Hayward's CWR is the first of its kind in an Alameda County Courthouse. HR assisted in the implementation of the CWR and provides staffing. HR is assisting Superior Court in establishing a second CWR at an Oakland courthouse.

Fingerprinting Services

Our Livescan Fingerprinting Unit provides fingerprinting services for employment and certification to applicants representing 130 different agencies and private companies.

Other Services

Adult Education Credentials

ACOE is a state-approved agency that evaluates, recommends, and processes adult education teacher credentials.

Centralized Registration of Substitute Teachers

Substitute teachers can registration with ACOE and be eligible to teach in all 18 school districts.

Instructional Assistants Certification

HR administers the test for Instructional Assistants and issues certifications to those who pass.

For more information about our Human Resources Division, contact 510-670-7703.



Our goal is to continue to transform this division into a primary source of direction, outreach, and information, providing 'one-stop' HR services to people, schools and districts throughout Alameda County.

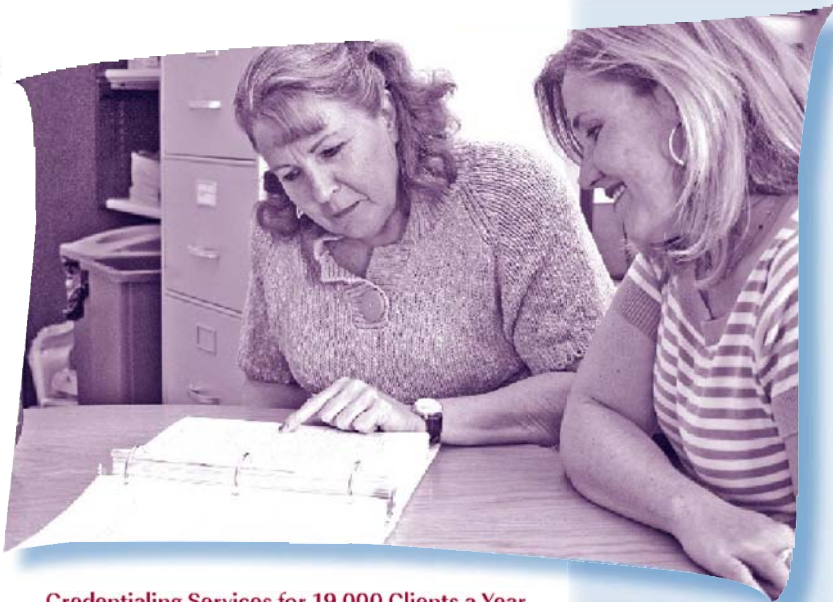
—Rick Minnis, Chief Human Resources Officer

Human Resources Division Services Utilization by District	Alameda	Albany	Berkeley	Castro Valley	Dublin	Emery	Fremont	Hayward	Livermore	New Haven	Newark	Oakland	Piedmont	Pleasanton	San Leandro	San Lorenzo	Sunol Glen	Mtn. House
Credential Monitoring	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Credential Support for Districts (Fee)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Credential Support for At-Large Applicants	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Merit System Facilitation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Countywide Instructional Assistant Certification, NCLB	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
LEA for Adult Education Certification	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Countywide Adult Education Fingerprinting Consortium	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Administration of US Constitution Test	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Charter School Petition Assessment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
STRS County/State Counseling	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Unemployment Insurance County Consortium	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fingerprinting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Co. Facilitation for Personnel Hearings/Complaint Resolution	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
County Substitute Consortium	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Personnel Directors Collaborative	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Alameda County Management Negotiators Consortium	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Shaded areas: Programs and services available to all districts within the county

Fingerprinting Services for 5,000 Applicants a Year

ACOE's Fingerprinting Services provides services for school districts within Alameda County as well as colleges, universities, law enforcement agencies, public service organizations, private schools, city and county agencies, and private companies throughout the larger San Francisco Bay Area.



Credentialing Services for 19,000 Clients a Year

Our credentials experts serve 19,000 clients each year, including out-of-state and out-of-country teachers. ACOE's Credentials Manager Jean Bridgeman (l) with a client.