

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – HUMAN RESOURCES/EMPLOYMENT SERVICES

BASIC FUNCTION:

Under the direction of the Director III-Human Resources, organize and direct the activities and operations of the Santa Clara County Office of Education's Certificated Human Resources Office; supervise the day-to-day operations of the Human Resources Operations Division; participate in the development of, articulate, and document personnel policy; advise and confer with management regarding the application of personnel management practices; assist with contract administration and interpretation; direct and conduct certificated and/or classified layoff and reemployment activities; serve as project coordinator for the development, implementation and monitoring of the Human Resources Information System; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the activities and operations of the Santa Clara County Office of Education's Certificated Human Resources Office; advise and confer with management regarding the application of personnel management practices; participate in the development and implementation of departmental policies and procedures.

Plan, direct and assign work of the day-to-day operation of the division; participate in the development of, recommend, document, and disseminate approved personnel policies and procedures; provide work direction and guidance to Division staff regarding personnel practices and policy interpretation and implementation.

Supervise and conduct certificated and/or classified layoff and reemployment activities; determine and enforce personnel standards and practices; investigate and direct the resolution of employee problems.

Research, analyze and recommend additions or changes to policies, procedures, and bargaining unit contracts; provide informational and technical assistance to management; recommend solutions to personnel problems; develop new procedures and evaluates current procedures; provide formal and informal personnel in service training; review and approve work year calendars used for certificated and classified personnel, payroll, and seniority purposes.

Assist with contract administration and interpretation; serve as a resource to management's negotiation teams; advise management on progressive discipline and evaluation procedures, due process, problem documentation, remediation, and counseling techniques; recommend changes to negotiated agreements; meet, confer, and collaborate with bargaining unit representative to discuss, resolve, and/or negotiate issues concerning employees; assist with monitoring and directing management's adherence to employee contracts.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Represent the division in planning activities; assist with developing and monitoring divisional goals and objectives; participate in development of and recommend division budget; approve multi-program expenditures; monitor expenditure reports to ensure accuracy and to direct necessary budget revisions.

Participate in personnel-related projects, such as compensation studies, development of salary recommendations, and formulation/revision of job descriptions, certificated credential monitoring, annual negotiations statistics and others; direct and conduct special projects and assignments.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.

Assist with the development, implementation, and modification of personnel procedures, policies, and practices; analyze and apply provisions of bargaining unit agreements; determine which mandates take precedence over others; investigate, analyze, and direct/coordinate the resolution of personnel concerns.

Develop and implement short-term and long-term plans; provides data for long-term planning for Human Resources division.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; provide County school staff with information and advice on automated human resources systems; No Child Left Behind, Department of Justice requirements and other related issues.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Human Resources Department.

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to public human resources/personnel administration.

Professional and legal methods of recruitment and selection, staff development, employee relations and classification and compensation.

Principles and practices of collective bargaining and labor relations.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, develop, organize, implement, control and direct a variety of human resources programs and services.

Analyze, interpret, and apply employee contracts, Board and personnel policies, rules and regulations, the Education Code, and Merit System Rules.

Train and evaluate the performance of personnel.

Analyze and interpret legal information.

Plan, organize and implement long-term and short-term projects and activities designed to develop and augment human resources programs and services.

Interpret and apply provision of the State Education code and various regulatory agencies.

Prepare and make clear and concise written and oral reports.

Analyze complex situations accurately, facilitate decision-making and adopt an effective course of action.

Budget preparation and control

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree from an accredited college or university with major course work in human resource management, public administration, or a related field and five years increasingly responsible experience in human resources.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

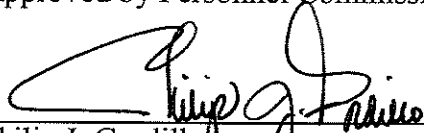
Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

HAZARDS:

Contact with dissatisfied and abusive individuals.

Approved by Personnel Commission: June 23, 2011


Philip J. Gordillo
Executive Director, Human Resources

7/01/11
Date