

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – HUMAN RESOURCES/EMPLOYMENT SERVICES

BASIC FUNCTION:

Under the direction of the Director III - Human Resources/Certificated, organizes and manages the activities and operations of the Santa Clara County Office of Education's Employment Services Unit; supervises the day-to-day operations and activities involved in recruitment, screening, selection, processing, and compensation of certificated personnel; participates in the development of personnel policy; advises and confers with management regarding the application of personnel management practices; assists with contract administration and interpretation; manages and conducts certificated and/or classified layoff and reemployment activities; trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of the County Office of Education's Employment Services Unit; manages human resources operations and activities for recruitment, screening, selection, processing, and compensation of certificated personnel; establishes and maintains related timelines and priorities; assures certificated personnel, and other assigned functions, comply with requirements, laws, codes, regulations, policies, and procedures.

Plans, directs and assigns work for the day-to-day operation of the Employment Services Unit; supervises and evaluates the performance of assigned staff; establishes and enforces work standards and performance expectations for staff; coordinates, trains, provides work direction, and guidance to staff, including delegating, distributing, prioritizing, and reviewing work; counsels and evaluates assigned staff.

Participates in the development and implementation of Unit policies and procedures; evaluates current Unit procedures and makes recommendations for improvements.

Develops, recommends, and implements short- and long-term plans for the Unit; provides data for short- and long-term planning for the Human Resources Branch; assists with developing and monitoring Branch goals and objectives.

Manages and organizes document review, evaluation, and processing for certificated personnel; coordinates the review of the County Office of Education's certificated assignments, applications, and renewals to assure compliance with credential requirements; assures employee credentials are aligned with position requirements.

Reviews and recommends approval of work year calendars for certificated and classified personnel, payroll, and for seniority purposes; supervises and conducts certificated and/or classified layoff and reemployment activities.

Analyzes and recommends the proper application of collective bargaining unit agreements; properly applies and oversees Unit application of provisions of bargaining unit agreements.

Assists with contract administration by providing technical information in collective bargaining activities; serves as a resource to managements' negotiation teams; compiles, assembles, and analyzes information for negotiations.

Participates in and coordinates special projects and assignments, such as but not limited to compensation studies, development of salary recommendations, certificated credential monitoring, and gathering data and developing reports for negotiations.

Prepares and maintains a variety of reports, records, and files related to personnel and assigned activities; maintains confidentiality of sensitive and privileged information.

Advises and confers with management regarding human resources activities assigned to the job; may be required to research, investigate, analyze, and recommend solutions on employee hiring and processing issues, employee leaves, and certificated recruitment and selection, or other areas assigned to the job.

Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information; provides information and technical assistance to County Office of Education management and employees; serves as a resource on automated human resources systems, and on laws, rules, and regulations relevant to the position, such as, but not limited to Every Student Succeeds Act, and employee processing requirements, such as Department of Justice requirements.

Plans, attends, and conducts a variety of meetings workshops, seminars and trainings, as assigned, which may occur beyond the normal work day or work week; may represent the Branch in planning activities or meetings.

Operates a computer and assigned software programs; operates other office equipment as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and management of the Employment Services Unit.

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.

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.

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 timelines.

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 in human resources, organizational development, public administration, public policy, psychology, or another field of study reasonably related to the overall concept of this classification, and four 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; Revised Approval: September 13, 2017



Date: 08/15/2017

Kristin Olson
Director-Classified Personnel Services