

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – CLASSIFICATION & RECRUITMENT

BASIC FUNCTION:

Under the direction of the Director III – Classified Personnel Services, organize and direct the activities and operations of the recruitment and examination activities related to the merit system in the classified service; oversee and conduct position classification and compensation studies; assist in the administration of classified workforce reduction, layoff and reemployment activities; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the activities and operations of recruitment and examination activities related to the classified service; coordinate and participate in the preparation of job bulletins and recruitment information; research and determine appropriate labor markets and advertising methods for recruitment.

Conduct position classification; review, analyze, prepare and revise classification specifications; conduct job analyses of individual positions, classes and class series.

Determine method of recruitment, recruiting agencies, advertising and/or internal selection processes; assist with determination of content procedures; determine types of oral, written, or performance examination to be administered; participate in the screening of applicants and scoring of examinations.

Participate in workforce reduction and layoff procedures; monitor affected classes and displaced employees; monitor seniority lists and audits bumping chain; assist with determining existing vacancies and related classes for administrative placement; observe procedures for reinstatement and reemployment from layoff; advise employees of reemployment rights and offers and document responses.

Conduct salary and fringe benefit studies, analyze data, and recommend adjustments and internal relationships; participate in the special projects as assigned.

Review, evaluate, and conduct procedural studies of existing personnel work methods and operations; recommend proposals for improvements and implement modifications for work simplification.

Provide direction, clarification, or guidance to staff regarding Personnel Commission practices; serve as a resource and responds to questions from management, employees, labor representatives and the general public regarding classification, compensation, reemployment practices; provide a resource for interpretation of Education Code, Merit System Rules, and labor contracts.

Participate in processing appeals and protests of test results from applicants on written, oral, performance or other tests including conducting reviews and preparing recommendations to

resolve a testing or certification problem.

Develop and implement short-term and long-term plans; provide data for long-term planning in the Personnel Commission.

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

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities; conduct special studies and prepare implementation reports.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues relating to classified personnel functions.

Contact and maintain communications with outside testing agencies and coordinate testing software installations and updates.

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

Attend a variety of meetings, trainings and staff development programs as assigned; make presentations at Personnel Commission meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of organization development and management.

Test development, validation and selection.

California Education Code, state and federal laws, merit rules and related regulations and court rulings.

Practices and procedures related to classified personnel.

Personnel office objectives, functions, practices and procedures.

Organizational operations, policies and objectives.

Modern office practices, procedures and equipment.

Budget preparation and control.

Bargaining unit contracts and salary schedules.

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:

Organize and oversee assigned Human Resources operations and activities.

Provide technical assistance to supervisors and administrators concerning human resources

programs, functions, policies and procedures.

Interpret and apply the California Education Code, state and federal laws, merit rules and related regulations and court rulings.

Screen application materials for specific skills and certification requirements.

Conduct special studies and compose narrative reports and correspondence.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing with large and small audiences.

Oversee and participate in the preparation and maintenance of a variety of manual and automated personnel records and files.

Utilize a computer to input data, initiate queries, maintain automated records and generate reports.

Direct personnel to assure proper and timely completion of personnel activities.

Maintain confidentiality of sensitive and privileged information.

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 in human resources, business, public administration or related field and three years increasingly responsible human resources experience including recruitment and classification experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

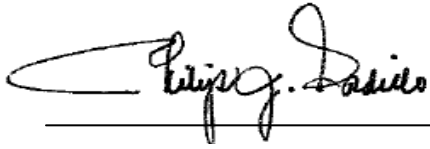
Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

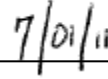
Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Approved by Personnel Commission: June 23, 2011; Revised: 11/13/13



Philip J. Gordillo
Executive Director of Human Resources



Date



Sheila Lopez
Director-Classified Personnel Services

November 13, 2013

Date