

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, PROFESSIONAL DEVELOPMENT AND EMPLOYEE
EXPERIENCE, HUMAN RESOURCES**

JOB SUMMARY:

Under the direction of the Associate Superintendent of Human Resources, plans, coordinates and conducts activities involved in the onboarding, training, staff development, and separation of all personnel for the County Office; plan, coordinate, execute, & sustain various strategic initiatives.

ESSENTIAL DUTIES:

- Plan, coordinate, and direct operations and activities involved in onboarding, staff development and training, and the separation of personnel for the County Office; assist in establishing and maintaining related timelines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.
- Assist with the development and coordination of goals, policies, procedures, handbooks, and work standards for the Human Resources department and County Office.
- Assist in the assessment of current and future needs within Human Resources for the purpose of facilitating the strategic planning process; support the planning, development, and execution of a departmental strategic plan based on the above needs assessment that aligns with the larger organizational goals.
- Plan, coordinate, deliver, and support the execution of talent development, training initiatives and professional learning.
- Develop and implement a variety of staff development programs and activities to enhance employees understanding of programs, services and related standards, guidelines, requirements, practices, procedures, and techniques.
- Assist in providing office training programs in areas related to personnel management; coordinate and conduct training sessions for employees concerning office policies and procedures and other personnel functions; prepare and deliver oral presentations.
- Assist in the design and creation of training manuals, online learning modules, course materials, and in the review and selection of training materials from different vendors.
- Assist in the monitoring and evaluation of training programs for relevance and effectiveness, and in the reporting of metrics to the organization.
- Plan, coordinate, and facilitate exit interview meetings for personnel who are separating from the County Office; provide technical information and assistance to the Assistant Superintendent of Human Resources and other administrators regarding personnel needs and issues; assist in the formulation and development of policies, procedures and programs.
- Assist management staff in the performance appraisal and progressive discipline process.
- Perform related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Knowledge of and willingness to stay abreast of current trends, innovations, and practices in human resources administration and related administrative areas.

- Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to typical personnel management functions and activities of both classified and certificated personnel.
- Special knowledge in human resources/personnel administration and communications.
- Possession of a broad range of professional skills, including public speaking.
- Experience supervising and/or leading large initiatives.
- Experience as a certificated site administrator.
- Experience supervising and managing certificated and classified personnel.

SKILLS AND ABILITY TO:

- Create, deliver, and coordinate training and staff development offerings;
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures;
- Provide effective leadership, supervision, and evaluation of staff;
- Plan, organize, administer, review, and evaluate a broad, centralized human resource service program;
- Strong team player with results driven approach;
- Exercise sound independent judgment and initiative within established guidelines;
- Establish and maintain positive and effective working relationships with diverse populations;
- Provide leadership and represent the Office effectively in committees, workshops, and various types of group meetings internally, in the county, or at the state level;
- Resolve personnel related issues and concerns with discretion and confidentiality;
- Multi-task, meet deadlines and establish priorities in a fast-paced work environment;
- Communicate effectively orally and in writing.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Administrative Services Credential
- Bachelor's degree from an accredited college or university in human resources, education or a related field
- Minimum of three years of certificated teaching experience and three years in a certificated administrative position supervising and evaluating certificated personnel
- Eligible for a California driver's license
- Successful completion of ACSA Personnel Academy preferred

WORKING CONDITIONS: The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat

- Office environment: constant interruptions

- Outdoor environment: drive a personal vehicle to conduct work, visit sites, and travel to other organizations and companies, meetings, and workshops

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard, mouse, copy machine, printer, and other office equipment
- Seeing to read printed material, computer screens, and a variety of materials
- Remain in a stationary position for extended periods of time
- Position self to access office equipment, materials, and files
- Communicate within a normal range, give directives to small or large groups of people, and exchange information in person and on the telephone