CLASS TITLE: ADMINISTRATOR, CLASSIFIED HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Personnel Commission, plan, organize, control and direct the Merit System employment program in accordance with the Education Code and Personnel Commission rules and regulations; serve as the Executive Secretary to the Personnel Commission; coordinate the recruiting, interviewing, testing, selecting and placement of classified personnel; coordinate communications between administrators and classified personnel; train and supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the Merit System employment program in accordance with the Education Code and Personnel Commission rules and regulations.

Coordinate the recruiting, interviewing, testing, selecting and placement of classified personnel; direct the development and administration of exams, preparation of eligibility lists, certification of job candidates and other employee assignment transactions for classified employees; evaluate staffing needs and position allocations; oversee new hire orientation program.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training; monitor performance evaluations according to established guidelines and procedures.

Serve as Executive Secretary to the Personnel Commission; prepare agenda items, attend meetings and oversee the preparation of minutes.

Perform administrative functions involving workers’ compensation, benefits, insurance, safety and risk management; serve as liaison with insurance brokers; oversee workers’ compensation claim management including the return-to-work program.

Coordinate communications between administrators and classified personnel to resolve issues or concerns and exchange information; provide regular counsel to administrators regarding conflict resolution, performance evaluation, employee development, contract administration, disciplinary action process and employee relations; maintain regular and timely communication with employee organizations and consult employees concerning personnel policies, practices and procedures; interpret employment laws and regulations.

Provide technical expertise, information and assistance to the Personnel Commission regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an

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Administrator, Classified Human Resources - Continued

Plan, organize and implement long and short-term programs, policies, procedures, administrative regulations and activities designed to enhance classified personnel programs and services.

Coordinate employee evaluation system for classified employees.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to classified personnel and assigned activities; provide organizational analysis and research related information.

Conduct reclassification, compensation and assignment studies and make recommendations to the Personnel Commission.

Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer, assigned software and other office equipment as assigned; drive a vehicle to various sites conduct work.

Attend and conduct a variety of meetings as assigned; participate in negotiations for classified bargaining units; chair assigned committees; serve as a member of the Superintendent’s Cabinet; prepare and present reports to the Board and the Commission regarding various employment activities.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of classified personnel recruiting and administration.
Merit System rules and regulations.
State and federal laws, codes and regulations concerning personnel administration including equal employment opportunity, affirmative action, workers’ compensation, and other assigned areas.
Principles, techniques and methods of recruitment, selection, training, classification and compensation.
Bargaining agreements and union contracts.
Pay compensation plans.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

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Plan, organize, control and direct the Merit System employment program in accordance with the Education Code and Personnel Commission rules and regulations.
Serve as the Executive Secretary to the Personnel Commission.
Coordinate the recruiting, interviewing, testing, selecting and placement of classified personnel.
Coordinate communications between administrators and classified personnel.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
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 comprehensive narrative and statistical records and reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in human resources, public administration or related field and five years increasingly responsible experience in the administration of public personnel including at least two years supervisory experience.

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.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.

HAZARDS:
Contact with dissatisfied or abusive individuals.

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