

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: MANAGER, HUMAN RESOURCES**

#### **BASIC FUNCTION:**

Under the direction of the Senior Administrator, Human Resources, plan, organize and direct human resources operations and activities involved in the recruitment, screening, selection, processing and compensation of certificated personnel; coordinate labor relations, employee evaluation functions, payroll processing, employee benefits and credential functions to meet the certificated personnel needs of the County Office; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize and direct human resources operations and activities involved in the recruitment, screening, selection, processing and compensation of certificated personnel; establish and maintain related time lines and priorities; assure certificated personnel and other assigned functions comply with established requirements, laws, codes, regulations, policies and procedures.

Coordinate labor relations, employee evaluations, payroll processing, employee benefits and credential functions to meet the certificated personnel needs of the County Office; develop and implement certificated personnel projects, services, goals and objectives; assure proper and timely resolution of issues, conflicts and problems related to assigned human resources functions.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; provide support and assistance with evaluations to administrative staff as needed.

Monitor, analyze and determine certificated staffing needs; direct and participate in the distribution, collection and processing of employment applications; direct the screening of employee applications to assure candidates meet minimum qualification guidelines; coordinate interviews to determine eligibility of candidates; direct the analysis and accepting or rejecting of certificated job applicants.

Direct activities involved in the review, evaluation and processing of documents related to the certification of certificated personnel; coordinate the review of County Office and school district certificated assignments, applications and renewals to assure compliance with credential requirements; assure employee credentials are aligned with classification requirements.

Plan, organize and direct and direct the processing of new certificated personnel; assure proper preparation, verification and processing of required employment paperwork; coordinate and conduct certificated employee orientations and assure certificated staff understanding of County Office personnel standards,

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requirements, practices, policies and procedures.

Coordinate and participate in labor relations and related negotiations and activities for certificated bargaining units; provide technical direction and assistance in collective bargaining activities; investigate and resolve contract issues; maintain confidentiality of sensitive and privileged information; compile, assemble and analyze information for negotiations.

Direct payroll operations and activities to assure employees are paid in an accurate and timely manner; coordinate employee benefits programs to assure eligible employees receive appropriate leave, retirement benefits and other related compensation; assure proper processing of payroll and benefits-related forms and applications; assure proper salary placement of certificated staff.

Provide consultation and technical expertise to personnel, administrators, school districts, outside agencies and others concerning certificated personnel and other assigned functions; respond to inquiries and provide detailed and technical information concerning related processes, standards, practices, techniques, requirements, laws, codes, regulations, policies and procedures.

Monitor and evaluate certificated personnel functions for educational effectiveness and operational efficiency; respond to administrative input concerning human resources needs; participate in the development and implementation of policies, procedures and programs to enhance the educational effectiveness and operational efficiency of certificated human resources activities.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to certificated personnel, negotiations, payroll, contracts, credentials, salary placement, handbooks, attendance, EEO and assigned activities.

Maintain current knowledge of laws, codes, regulations and pending legislature related to certificated personnel activities; assist in modifying programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Provide technical information and assistance to the Senior Administrator, Human Resources and other administrators regarding certificated personnel and assigned functions and related activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Assist in the development and preparation of the annual preliminary budget for certificated human resources functions; review and evaluate budgetary and financial data; assist in controlling expenditures in accordance with established limitations.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

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Attend and conduct a variety of meetings as assigned.

Participate in a variety of other assigned activities such as coordinating the employee layoff process, revising handbooks and developing contracts.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Management of human resources operations and activities involved in the recruitment, screening, selection, processing and compensation of certificated personnel.

General methods, practices, procedures and terminology used in labor relations, employee evaluations, payroll processing, employee benefits and credential functions.

State credential requirements and procedures.

Practices and procedures related to certificated personnel.

Principles, techniques and procedures involved in the recruitment and selection of certificated staff.

Operations, policies and objectives relating to certificated human resources activities.

Employee benefit packages and insurance programs.

Principles and techniques of labor relations and collective bargaining.

Bargaining unit contracts and salary schedules.

Basic budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, 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, organize and direct human resources operations and activities involved in the recruitment, screening, selection, processing and compensation of certificated personnel.

Coordinate labor relations, employee evaluation functions, payroll processing, employee benefits and credential functions to meet the certificated personnel needs of the County Office.

Supervise and evaluate the performance of assigned personnel.

Direct and participate in the recruitment, analysis and accepting or rejecting of job applicants.

Participate in collective bargaining activities for certificated bargaining units.

Coordinate activities to assure certificated staff hold valid and appropriate credentials.

Assure proper and timely resolution of issues, conflicts and problems related to assigned human resources functions.

Direct payroll activities to assure employees are paid in an accurate and timely manner.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

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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 reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in human resources, business administration or related field and four years increasingly responsible human resources experience involving work with certificated personnel functions.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.