SAN MATEO COUNTY OFFICE OF EDUCATION

Administrator, Personnel Commission Services

***Overview*:**
Under the direction of the Personnel Commission, plan, organize and direct the Merit System employment program for classified employees in accordance with the Education Code, and Personnel Commission rules and regulations; serve as Executive Secretary to the Personnel Commission; coordinate recruiting, interviewing, testing, selecting and placement of classified personnel; manage the classification and compensation program for classified employees; supervise and evaluate the performance of assigned personnel.

***Core Responsibilities*:**

- Coordinate the recruitment, qualifications assessment, and examination of classified employees; direct the development and administration of employee selection plans including written, performance and oral board examinations; set examination pass points and prepare job eligibility lists; respond to questions and resolve issues concerning the employment testing process; review background check information and certify job candidates for permanent and temporary position vacancies.

- Serve as Executive Secretary to the Personnel Commission; prepare meeting agenda items; conduct research and prepare special reports requested by the Personnel Commission; oversee preparation of meeting minutes; prepare the Commission's annual report.

- Maintain the job classification plan for classified management and non-management positions; arrange job classifications into occupational groups, conduct job analysis and recommend salary range placements for Personnel Commission action; coordinate job reclassification studies and recommend revisions to existing job descriptions.

- Manage administration of the compensation program for classified employees including salary step placement for new permanent and temporary hires, and step advancement for current employees; prepare annual salary schedules for Personnel Commission approval.

- Draft policies and regulations for inclusion in the Merit System policy manual on subjects enumerated in applicable sections of the Education Code, and federal and state statutes; administer Merit System policies and make decisions on the application of rules on a variety of employment matters; interpret and apply state and federal employment laws and administrative regulations.

- Coordinate the classified employee evaluation reporting system and ensure applicable Merit System policies are followed; monitor the permanent employee probationary period, and advise managers on probationary employment procedures.

- Confer with collective bargaining group representatives to review and resolve a variety of personnel issues concerning the application of Merit System rules and regulations.

- Respond to grievances filed under Merit System procedures concerning matters under Personnel Commission jurisdiction.

- Coordinate Personnel Commission disciplinary hearing procedures including reviewing issues to be brought before the Commission for adjudication, organizing evidence to be presented at the hearing, compiling witness lists, and preparing communications on behalf of the Personnel Commission; advise the Personnel Commission on all aspects of the hearing process.

- Coordinate classified layoff procedures and advise managers on legal requirements; maintain seniority and employee rehire lists; prepare layoff, bumping, and recall letters to employees.

- Conduct internal investigations on matters within the authority of the Personnel Commission, and prepare reports including final findings of fact based on evidence presented;

- Prepare the Personnel Commission Services budget for Commission approval; authorize general budget expenditures, and seek Commission approval for large expenditures.

- Oversee employment testing records management in accordance with Merit System Rules.

- Supervise and evaluate the performance of Personnel Commission Services Department staff.

- Assist County Superintendent of Schools, division heads, department heads, managers, site administrators, employees and employee group representatives to understand the classified employment testing, selection, classification, compensation, position transfer, seniority, demotion, promotion, layoff, and reemployment practices and procedures.

- Assist the Associate Superintendent, Human Resources in the formulation and development of policies and procedures in accordance with Merit System Rules.

- Represent the Personnel Commission on the Administrators' Cabinet.

***Competencies*:**

Knowledge of:

- Merit or Civil Service System authority, functions, and governing procedures in public service employment.
- Current practices in public sector personnel management including employee recruitment, candidate assessment, position classification, and compensation.

- Uniform Guidelines on Employee Selection Procedures.
- Federal and state employment laws, statutes and administrative regulations.
- Research and statistical methods and their application to administering a range of personnel functions including analyzing community wage data, recommending compensation ranges, setting examination pass points, and preparing employment and statistical reports.
- Job analysis and position classification evaluation methodologies.
- State-of-the-art personnel management systems and administrative procedures including employee database management, web based candidate sourcing and skills assessment, and talent acquisition techniques.

Ability to:

- Identify the important dimensions of a problem, determine the potential causes, obtain relevant information, and specify alternative courses of action.
- Take action in solving problems while exhibiting judgment and a systematic approach to decision making.
- Research personnel management issues, and develop staff reports and proposals for Personnel Commission review and action.
- Present information clearly and effectively orally and in writing.
- Communicate effectively with employees at all levels within the Office of Education while simultaneously building credibility and rapport.
- Establish and carry out specific courses of action for self and Personnel Commission employees.
- Train, mentor and coach employees to achieve their highest potential.
- Work with employees in a way that builds high morale, consensus and commitment to goals and objectives; interpret verbal and non-verbal behavior and develop an accurate understanding of others' needs, values and opinions; be sensitive to and aware of the social environment.

***Qualifications*:**

Education/Experience:
A Master of Arts degree in human resources, public administration or related field, and five years of public personnel management experience involving directing a school Merit System, or public sector civil service program.

Approved by Personnel Commission: 10/09/2019