

# **Sacramento County Office of Education Job Description**

## **Classification Title: Coordinator, Human Resources**

### **DEFINITION**

Under general direction, assists in planning, organizing, and managing the operations of the personnel department; plans, organizes, directs, and coordinates personnel activities of the Sacramento County Office of Education (SCOE); supervises and supports staff in the provision of technical assistance to SCOE departments and Local Educational Agencies (LEAs) regarding their personnel-related responsibilities; performs other duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Professional, technical, and clerical personnel as assigned.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **General Personnel Administration**

- Provides leadership, guidance, and training to department and SCOE program staff related to personnel functions and legal requirements;
- Assists in the planning, organization, and workflow of personnel operations;
- Directs the evaluation and ongoing monitoring of assigned department activities;
- Collects and analyzes data to evaluate the effectiveness of personnel processes;
- Recommends and establishes operational standards, procedures, and guidelines;
- Evaluates department functions for compliance with policies, procedures, laws and regulations;
- Assists in determining department priorities;
- Supervises the collection and analysis of personnel and other related data;
- Develops, organizes, and coordinates the delivery of training to personnel staff;
- Attends workshops, trainings, conferences, and meetings as required;
- Prepares a variety of reports and correspondence;
- Selects, trains, supervises, and evaluates assigned staff;
- Maintains current knowledge of laws, regulations, and policies related to employment in educational settings.

#### **Merit System Administration**

- Provides leadership, guidance, and training to personnel staff and SCOE departments in the application of Merit Rules and Regulations;
- Establishes and implements systems and processes for exam development, delivery, and validation;
- Evaluates priorities and develops parameters for the administration of job analysis functions.

#### **Credentials and Certificated Compliance**

- Provides leadership, guidance, and training to personnel staff, SCOE departments, and LEAs related to educator assignments and credentials;
- Coordinates and evaluates the technical support provided to LEAs regarding credentials to ensure compliance with Education Code and other legal requirements;
- Directs activities related to SCOE's role as a liaison between the California Commission on Teacher Credentialing and LEAs.

**Employer/Employee Relations**

- Collects data and prepares information for collective bargaining, grievance response, and investigations;
- Interprets and applies collective bargaining agreements and advises staff and SCOE leaders on implementation;
- Recommends, interprets, and administers employee relations policies and procedures;
- Maintains a positive working relationship with bargaining unit leaders and works with bargaining unit to resolve conflicts;
- Coordinates required employee notifications and training to ensure compliance.

**MINIMUM QUALIFICATIONS****Education, Training, and Experience**

- Any combination of education, training, and experience equivalent to graduation from an accredited college or university with a bachelor's degree in human resources, public administration, business administration or another related field;
- Five years of increasingly responsible human resources experience in public education, including successful experience in supervision and evaluation;
- Merit system and educator credentials assignment experience are preferred.

**Knowledge of**

- State and federal laws applicable to employment in a public education setting;
- Effective data collection, storage, and retention policies;
- Research and analysis methods and best practices;
- Employment related California Education Code, including Merit System principles;
- State credential and educator assignment laws and regulations;
- Principles of effective staff management and leadership;
- Effective communication techniques, including group presentations;
- Standard software applications, including videoconference platforms.

**Skill and Ability to**

- Set priorities, define tasks, schedule and coordinate activities and functions, develop procedures, and complete assignments;
- Interpret, apply, and accurately explain complex regulatory information and guidelines;
- Establish and maintain filing systems and procedures; Assemble and analyze data and make effective recommendations;
- Develop and implement personnel methods and procedures;
- Plan, direct, and coordinate activities of a highly technical nature;
- Prepare and present complex information;
- Work independently with limited direction;
- Establish and maintain effective and cooperative working relationships with others;
- Select, train, supervise, and evaluate staff;
- Communicate effectively in both oral and written form with individuals from diverse backgrounds.

**Other Characteristics**

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.