

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Personnel

DEFINITION

Under general direction of the Chief Administrator, Human Resources, assists the Chief Administrator in planning, organizing, and managing the operations of the Personnel Department. Plans, organizes, directs and coordinates the personnel activities of the County Office; assures that school districts and internal County Office departments receive proper advice and guidance to fulfill their personnel-related responsibilities; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Chief Administrator, Human Resources

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

Reports regularly to the Chief Administrator on any developments within the department; prepares reports required for personnel administration for the purpose of conforming with Education Code provisions, negotiated contracts, and County Board and Superintendent policies; serves as personnel administrator in the absence of the Chief Administrator; provides leadership, guidance, and training to personnel department staff and SCOE program staff; assists in the planning, organization, and work flow of the personnel unit; directs the review, approval, and ongoing monitoring of assigned department activities; monitors assigned personnel activities to evaluate their effectiveness; assists the Chief Administrator in establishing standards, developing and implementing procedures, and guidelines; performs duties in accordance with prescribed policies, procedures, and regulations; assists in determining department priorities; provides guidance to programs and districts regarding Education Code and other legal requirements; prepares reports by supervising the compilation and computation of personnel and other related data; coordinates training of personnel; attends workshops, trainings, conferences, meetings, etc., in the areas of personnel and provides the staff with reports and interpretations of such meetings; prepares a variety of reports, correspondence, and memoranda; selects, trains, supervises, and evaluates assigned personnel; maintains current knowledge of laws and regulations pertaining to personnel; performs related duties as assigned.

Merit System Administration

Provides leadership to personnel staff and SCOE departments in adherence to Merit Rules and Regulations; oversees classified personnel processes and related actions.

Credential Monitoring

Provides support and acts as a resource to personnel staff and SCOE departments in the area of credentials; assists the Chief Administrator in coordination of the monitoring function of the County Office.

Employer/Employee Relations

May assist Chief Administrator in preparation for collective bargaining activities; may assist Chief Administrator with response to grievances or investigation of complaints; administers and interprets provisions of collective bargaining agreements; advises staff and SCOE leaders regarding contract

provisions; 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 and provides for required notifications and training in employment compliance matters.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Three to five years of increasingly responsible personnel or human resources related experience in public education, including experience in supervision, evaluation, and collective bargaining; Merit system experience is preferred. Bachelor's degree in human resources, preferably with specialization in public administration, personnel administration, business administration, or a related field required.

Knowledge, Skills, and Abilities

Effectively coordinate a variety of functions and activities in a multi-operational personnel department; written communication skills to prepare clear, concise, grammatically correct letters, memos, reports, and other written documents; oral communication skills to communicate effectively with County Office personnel, administrative staffs, parents, students, and the general public; organizational skills to set priorities, define tasks, schedule and coordinate activities and functions, develop procedures, and complete assignments; decision making skills to exercise independent thinking and good judgment; reading comprehension skills to interpret policies, administrative regulations, employee/employer contracts, state and federal laws, and accurately explain to others; record keeping skills to establish and maintain file systems and procedures; research skills to identify and collect appropriate data; human relations skills to establish and maintain cooperative relationships with those contacted in the course of work assignments.

Interpret, apply, and explain laws, rules and regulations as they apply to personnel operations; assemble and analyze data and make appropriate recommendations; develop and implement new or revised personnel methods and procedures; interpret personnel reports and documents; plan, direct, coordinate, and supervise activities of a highly technical staff; prepare and present complex personnel information and advice to others; work independently with little direction; establish and maintain effective working relationships with others; select, train, and supervise personnel staff; communicate effectively both orally and in writing.

Approved by Personnel Commission: 6/11/19