

Sacramento County Office of Education Job Description

Classification Title: Chief Administrator, Human Resources

DEFINITION

Under direction of the County Superintendent of Schools and the Personnel Commission, this position performs and coordinates those activities necessary for the efficient operation of certificated and classified personnel functions and support operations of the County Office.

DIRECTLY RESPONSIBLE TO

County Superintendent of Schools or designee, and Personnel Commission for the administration of the Merit System.

SUPERVISION OVER

Professional, clerical, and technical 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 that may be found in positions within this classification.)

General Personnel Administration

Responsible for recruitment, selection, employment processing, evaluation, and termination procedures of certificated and classified personnel; develops job specifications, selection criteria and instruments, job announcements, and employment tests; prepares personnel transaction reports; responsible for personnel wage and salary administration, including the preparation of various salary schedules and determination of individual salary placement; develops policies and administrative regulations and operational handbooks; maintains the personnel files and records for all personnel; develops and maintains a position control system for the close monitoring of authorized, budgeted position allocations.

Merit System Administration

Acts as secretary and chief executive officer for the County Office Personnel Commission; ensures all personnel activities are consistent and comply with the provisions of the Merit System Act, Education Codes Sections 45240, et seq.; coordinates Personnel Commission meetings; prepares agendas; analyzes proposed legislation; maintains Commission budget; selects, trains, and evaluates Commission staff; performs other duties as assigned by the Commission.

Credential Monitoring

Supervises and performs all functions involved with the County Office credential operations including the verification of credentials for internal County Office teachers; assists school districts in credential processing and training of credential technicians; coordinates the monitoring function of the County Office with respect to proper teacher assignment in school districts; evaluates applications and issues Temporary County Certificates for school districts within the county; maintains contact with Commission on Teacher Credentialing ensuring compliance with laws, regulations, and policies.

Substitute Services

Organizes and directs the processes involved in the recruitment, placement, evaluation, and selection of substitute teachers and other instructional personnel; ensures substitutes are available and properly licensed for assignment in County Office programs; reviews substitute use reports and recommends changes to the selection process where needed; maintains contact with school districts to assist in substitute recruitment.

Employer/Employee Relations

Prepares for and assists in collective bargaining activities for certificated and classified bargaining units; coordinates and assists in grievance processing; administers and interprets provisions of employee contracts and agreements; advises staff regarding contract provisions; recommends, interprets, and

administers employee relations policies and procedures and interprets other policies as they relate to employee relations; coordinates and provides required notifications and training in employment compliance matters; maintains current knowledge of laws and regulations pertaining to labor relations and provides periodic updates to administrative staff on same.

Affirmative Action

Responsible for the development of county office affirmative action program, including goals and objectives and the development and maintenance of employment practices in compliance with equal employment opportunity principles; develops periodic reports for the Board regarding employment composition and analysis of goal progress; investigates and resolves discrimination complaints.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Three to five years of increasingly responsible personnel or human resources related experience in public education, including supervisory responsibility in the areas of personnel classification and compensation, recruitment, selection, employer/employee relations, and management. 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

Ability to analyze problems and data and make sound conclusions and recommendations; ability to prepare and present written and oral reports; knowledge of principles of job analysis and classification; ability to develop and interpret complex rules and contract language; knowledge of principles of wage and salary administration; ability to plan, direct, organize, and supervise the work of subordinates; ability to prepare clear and concise reports; ability to maintain poise and use good judgment; demonstrated ability to communicate effectively; knowledge of recruitment techniques, various selection methods/techniques, including test construction, validation, and administration; knowledge of due process requirement for disciplinary action; knowledge of principles of training, supervising, and evaluating staff; knowledge of state and federal regulations in the area of equal employment opportunities, affirmative action, recruitment, selection, and employment guidelines; knowledge of California credentialing and licensing requirements; ability to prepare budget and forecast expenditures; knowledge of affirmative action programs; knowledge of organizational dynamics and school and county organization; knowledge of compensation administration; knowledge of legal terminology, practices, and procedures for the conduct of administrative hearings; effective communications skills including group presentations; ability to organize and implement a staff development program; knowledge of employment processing, i.e., fingerprinting, TB tests, medical exams, and other forms; knowledge of unemployment insurance regulations; and knowledge of state laws relating to records retention, credentialing, and licensing.

Revisions approved by Personnel Commission 10/3/19
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Former title: Director III, Human Resources