

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III - CLASSIFIED PERSONNEL SERVICES

BASIC FUNCTION:

Under the direction of the Personnel Commission, plan, organize, control and direct the Merit System program in accordance with the Education Code, Government Code and Personnel Commission rules and regulations; administer classification, compensation, organization development, layoff and reemployment activities for the classified service; oversee specific employment categories for restricted, substitute and non-regular employment; coordinate the recruiting, interviewing, testing, selecting and placement of classified personnel; coordinate communications between administrators and classified personnel; train and supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the Merit System program in accordance with the Education Code, Government Code and Personnel Commission rules and regulations; interpret classified labor contracts, Education Code, Personnel Commission rules, County Office policies and procedures, and labor and employment laws and codes.

Administer classification, compensation, organization development, layoff and reemployment activities; oversee specific employment categories for restricted, substitute and non-regular employment.

Coordinate the recruiting, interviewing, testing, selecting and placement of classified personnel; direct the development and administration of examinations, preparation of eligibility lists, certification of job candidates and other employee assignment transactions for classified employees.

Authorize personnel actions for new hire, rehire, class series advancement or promotion to assure compliance with Merit System rules; determine salary placement for newly-hired classified employees.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop staff training opportunities; monitor performance evaluations according to established guidelines and procedures.

Serve as ex-officio secretary to the Personnel Commission; prepare agenda items, attend meetings and oversee the preparation of minutes; organize employee disciplinary hearings and procedural appeals for the Personnel Commission.

Counsel employees and management personnel on appropriate working habits and conditions, classified employee contract interpretation for performance evaluations, leaves, hours and overtime, pay and allowances, holidays, vacation accrual and other specific agreements relating to certain job classifications.

Coordinate and participate in legal communications between administrators, classified personnel and outside agencies to respond to formal complaints, resolve issues or concerns and exchange information.

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

Provide technical expertise, information and assistance to the Personnel Commission and Chief Human Resources Officer regarding assigned functions; monitor, analyze and disseminate proposed legislation impacting the classified service.

Assist the Chief Human Resources Officer in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Chief of unusual trends or problems and recommend appropriate corrective action.

Plan, organize and implement long and short-term programs to enhance classified personnel programs and services.

Oversee recruitment, testing, selection, position system and salary for substitute workers; assume responsibility for the automated substitute assignment systems and provisions of the bargaining agreement for substitute workers; and the County Office-wide Livescan fingerprinting operation.

Direct the administration of classification and compensation plan; conduct reclassification, compensation and assignment studies and make recommendations to the Personnel Commission.

Develop and prepare the annual preliminary budget for the Personnel Commission; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare an annual report for the Personnel Commission.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, charts and files related to classified personnel and assigned activities; provide organizational statistics and analytical findings; research related information.

Operate a computer, assigned software and other office equipment as assigned; drive a vehicle to various sites conduct work.

Attend and conduct a variety of meetings as assigned; participate in professional development activities pertaining to merit law, civil service and public human resources administration.

Participate and prepare contractual and specific subject matter agreements for the Chief Human Resources Officer; work with counsel on specific matters related to assigned functions; assist the negotiations process by providing reports, data and statistics to the County Office of Education and employee organizations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of classified personnel services.
- Merit System rules and regulations.
- State and federal laws, codes and regulations concerning personnel administration including civil service/merit law, equal employment opportunity, affirmative action, and other assigned areas.
- Principles, techniques and methods of recruitment, selection, training, classification and compensation.
- Bargaining agreements, union contracts and employee/labor relations.
- Employee and organizational development, leadership, team building, motivation and conflict resolution techniques.
- Pay compensation plans for classified employees.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize, control and direct the Merit System program in accordance with the Education Code, Government Code and Personnel Commission rules and regulations.
- Direct the recruiting, interviewing, testing, selecting and placement of classified personnel.
- Administer classification, compensation, organization development, layoff and reemployment activities.
- Organize and prepare for employee disciplinary and procedural hearings before the Personnel Commission.
- Oversee specific employment categories for restricted, substitute and non-regular employment.
- Coordinate communications between administrators and classified personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- 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 records and reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in human resources, organizational development, public administration or related field and five years increasingly responsible experience in the administration of public personnel including at least two years supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

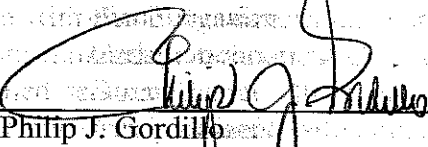
Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Approved by Personnel Commission: June 23, 2011


Philip J. Gordillo

Executive Director, Human Resources

7/01/11
Date