

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR, HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Human Resources, assist in the planning, organization, control and direct operations and activities involved in the recruitment, screening, selection, processing, orientation, training and placement of all personnel for the County Office; coordinate communications, support services and information to meet the classified/confidential/classified management personnel, staff development and curriculum needs of the County Office, local school districts and others; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct operations and activities involved in classified staff development and training, and the recruitment, screening, selection, processing, orientation, training and placement of classified/confidential/classified management personnel for the County Office; assist in establishing and maintaining related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate communications, support services and information to meet the classified personnel needs of the County Office, local school districts and others; monitor, evaluate and adjust activities in response to County Office needs related to classified personnel and related training; assure proper and timely resolution of related issues and conflicts.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assist in assuring adequate Department coverage and staffing.

Provide consultation and technical expertise to personnel, administrators, school districts, county offices and outside agencies concerning classified personnel; respond to inquiries and provide detailed and technical information concerning recruitment, testing, contract matters, training programs and related standards, requirements, laws, codes, regulations, policies and procedures.

Plan, organize, control and direct the recruitment, interviewing, selection and placement of classified personnel; direct and participate in job fairs; coordinate and direct the distribution, collection and processing of employment applications; direct the screening of employee applications to assure candidates meet minimum qualification guidelines; coordinate interviews to determine eligibility of candidates.

Develop and implement a variety of staff development programs and activities to enhance faculty understanding of programs, services and related principles, theories, standards, guidelines, requirements, practices, procedures and techniques

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Review, evaluate and authorize personnel action notices as appropriate; coordinate the employee evaluation process for classified personnel; review evaluations to assure compliance with established standards and requirements; coordinate and oversee the process for evaluating the professional growth units of classified staff.

Direct and participate in the analysis and accepting or rejecting of classified job applicants; coordinate and direct the processing of new classified personnel including fingerprinting activities; assure proper preparation, verification and processing of required employment paperwork; coordinate classified employee orientations and assure staff understanding of County Office personnel standards, requirements, practices, policies and procedures.

Assure proper salary placement of classified personnel; participate in the development and implementation of classified salary schedules; coordinate the annual reclassification process available to classified staff.

Assist in providing agency and County-wide training programs in areas related to harassment, child abuse and staff evaluation and supervision; coordinate and conduct training sessions for employees concerning confidentiality, mandated reporting and other personnel functions; prepare and deliver oral presentations.

Coordinate, develop and implement a variety of special projects related to classified personnel functions.

Oversee and participate in the preparation and maintenance of a variety of records, reports and files related to classified personnel, testing, hires, attendance, vacancies and assigned activities; direct the preparation, distribution and advertising placement of announcements for job openings.

Assist in the preparation of the Department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Associate Superintendent-Human Resources and other administrators regarding personnel needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; provide technical input concerning related administrative actions.

Serve as the Assistant Superintendent during absences as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of operations and activities involved in classified staff development and training, and the recruitment, screening, selection, processing, orientation, training and placement of certificated personnel for the County Office.

Practices and procedures related to classified, confidential and classified management personnel.

Principles, techniques, procedures and terminology involved in the recruitment, selection, processing and placement of classified, confidential and classified management employees.

Compensation practices and salary schedules for all staff.

Policies and objectives of assigned programs and activities.

Practices, procedures and techniques involved in the development and implementation of staff development activities.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct operations and activities involved in classified staff development and training, and the recruitment, screening, selection, processing, orientation, training and placement of classified, confidential and classified management personnel for the County Office.

Coordinate communications, support services and information to meet the classified personnel, staff development and curriculum needs of the County Office, local school districts and others.

Supervise and evaluate the performance of assigned personnel.

Coordinate the classified pre-employment testing program to assure competence of applicants.

Direct and participate in the analysis and accepting or rejecting of classified job applicants.

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 reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree or equivalent; five years increasingly responsible

human resources or similar experience involving work with classified personnel functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

ACSA Personnel Academy or equivalent training preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.