

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR HUMAN RESOURCES CLASSIFIED PERSONNEL SERVICES

BASIC FUNCTION:

Under the direction of the P15TJ 0 .217 Td [6.7 (n)2.3 (o)-6.ner tOm4 0 Td9Nc(P)-5fU1isd(P)-5octioioinO reemployment activities for the classified service; oversee specific employment ~~categories~~ restricted, substitute and nonregular 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:

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.

tute and nonregular 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

Personnel Commission; prepare agenda items, attend meetings and
; organize employee disciplinary hearings and procedural appeals for

ment personnel on appropriate working habits and conditions, classified
for performance evaluations, leaves, hours and overtime, pay and
and other specific agreements relating to certain job

Director III –

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 nonregular 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.

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 Revised Approval: August 9, 2017