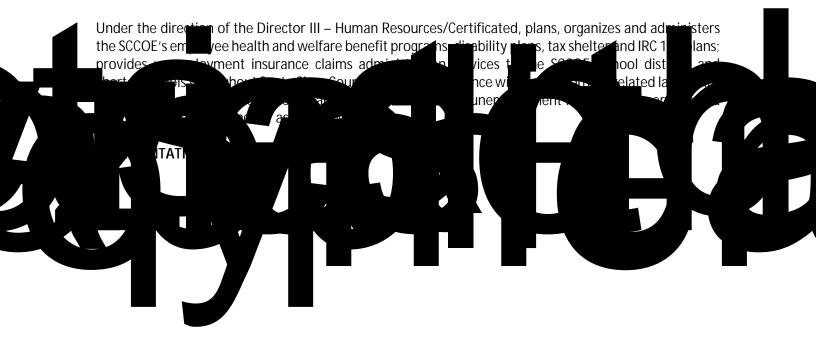
SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - HUMAN RESOURCES/EMPLOYEE BENEFITS

BASIC FUNCTION:



Communicates with administrators, personnel and outside organizations to coordinate activities, resolves issues and conflicts and exchanges information; meets with SCCOE management to discuss pending claims and school district issues as required; presents critical information at various meetings attended by employees, labor groups and management employees to discuss unemployment insurance information.

Develops and implements short and long-term plans; provides data for long-term planning; participates in the development and implementation of departmental policies and procedures.

Manager – Human Resources/Employee Benefits

Plan, develop, organize and administer the health and welfare benefits and unemployment ins. 7)0i8 1 Tf-0.0.2 (i)0.8 ()4 (

Jonath Mins