

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – HUMAN RESOURCES/EMPLOYEE BENEFITS

BASIC FUNCTION:

Under the direction of the Director III – Human Resources/Certificated, plans, organizes and administers the SCCOE's employee health and welfare benefit programs, disability plans, tax shelter and IRC 125 plans; provides unemployment insurance claims administration services to the SCCOE's school districts and assists in the administration of the County's unemployment insurance with all related labor law issues and assistance with the State's unemployment insurance program.

STATI



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.



ABILITY TO:

Plan, develop, organize and administer the health and welfare benefits and unemployment ins. 7)0i8 1 Tf-0.0.2 6)0.8 04 6

