

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER

recommends transfers, reassignments, terminations and disciplinary actions; assures appropriate application of bargaining unit agreements among Youth Health & Wellness staff.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; manages grant applications and provides support to districts, schools and the SCCOE in applying for grant programs as assigned by the position.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and interdepartmental meetings throughout California as assigned; travels throughout California to provide expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

OTA

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 timelines.  
Work independently with little direction.  
Plan and organize work.  
Maintain records and files.  
Prepare comprehensive narrative and statistical reports.  
Travel to different county offices, school districts and schools across California

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams.  
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.  
Demonstrates emotional intelligence.  
Models inclusive, effective, and authentic communication.  
Applies knowledge of the intersectionality of race, equity, and inclusion.  
Builds and sustains positive, trusting relationships.  
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor’s degree in public health, healthcare administration, business, finance, or other health related field and three (3) years of increasingly responsible related experience involving Medicaid or health insurance billing and the supervision of staff.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California license in Nursing, Clinical Social Work, Marriage and Family Therapy, Psychology, or other health field preferred.  
Medical billing and coding certification preferred.  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Travels throughout California.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.

Approved by Personnel Commission: January 11, 2023

Marisa Perry  
Director

Date: 01/11/23