

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER HUMAN RESOURCES/EMPLOYMENT SERVICES

BASIC FUNCTION:

Under the direction of the Director III - Human Resources/Certificated, organizes and manages the activities and operations of the Santa Clara County Office of Education's Employment Services Unit; supervises the day

Assists with contract administration by providing technical information in collective bargaining activities; serves as a resource to management

ABILITY TO:

Plan, develop, organize, implement, control and direct a variety of human resources programs and services.

Analyze, interpret, and apply employee contracts, Board and personnel policies, rules and regulations, the Education Code, and Merit System Rules.

Train and evaluate the performance of personnel.

Analyze and interpret legal information.

Plan, organize and implement long-term and short-term projects and activities designed to develop and augment human resources programs and services.

Interpret and apply provision of the State Education Code and various regulatory agencies.

Prepare and make clear and concise written and oral reports.

Analyze complex situations accurately, facilitate decision-making and adopt an effective course of action.

Communicate effectively both orally and in writing.

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.

Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

_____ : Bachelor's degree from an accredited college or university in human resources, organizational development, public administration, public policy, psychology, or another field of study reasonably related to the overall concept of this classification, and four years increasingly responsible experience in human resources.

