

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – HUMAN RESOURCES / SUBSTITUTE SERVICES

BASIC FUNCTION:

Under the direction of the Director of Human Resource Classified Personnel Services, organizes and manages the activities and operations of the Santa Clara County Office of Education (SCCOE) Substitute Services Unit; manages the operations of the Frontline Education system applications; coordinates assigned functions of payroll and human resources as applicable to substitute staff; plans and manages the substitute recruiting process; oversees substitute classification and compensation; supervises the LiveScan fingerprint unit and related processes; trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this position. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Organize and manage the activities and operations of the SCCOE Substitute Services Unit; participate in the development and implementation of departmental policies and procedures.

Supervise and coordinate the automation of the Frontline Education system applications including working with system vendors on operational issues and improvement of system capabilities and other enhancements; conduct orientation and enrollment sessions for new substitute classified employees; explain substitute staff and calling system procedures; assure new substitute employment files are properly completed.







