

# **MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION DIRECTOR OF PERSONNEL**

## **DEFINITION**

Under the direction of the Superintendent and the Personnel Commission, plans, organizes and directs a comprehensive personnel management program for the certificated and classified employees.

## **EXAMPLES OF DUTIES**

- Plans, coordinates and evaluates Personnel management activities, programs and services such as recruitment, selection, and retention of certificated and classified staff, personnel action, and employee benefit administration.
- Acts as secretary to the Personnel Commission, preparing agenda and minutes of meetings. Prepares, recommends and monitors budgets and other documents for use of the Commission. Acts as archivist for the Commission.
- Serves as compliance officer for Cal-Osha, ADA, Workers Compensation, EEOC and other federal, state and local programs.
- Supervises the Unemployment Insurance Program.
- Supervises the Credentialing Processing unit.
- Plans and implements programs identified and supported by countywide personnel administrators.
- Advises and counsels MCOE staff and local school personnel authorities about personnel practices, laws and regulations. Responds to employee, local school district, and public concerns and issues. Determines appropriate resolutions.
- Plans and implements wage and salary program for all employees, including classification (reclassification), salary, and employee benefit surveys, etc.
- Establishes and maintains certificated and classified seniority lists.
- Establishes and regularly updates eligibility lists, including promotional and reemployment lists. Monitors employees' requests for transfer or leave.
- Develops, manages, and conducts internal staff development programs.
- Establishes and manages calendars for classified employees in the personnel department.
- Directs the preparation and administration of the department budget.
- Coordinates and monitors fingerprinting and TB testing operations. Recommends and implements applicable policies and procedures.
- Directs performance evaluation program for all employees.

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- Coordinates financial matters, including payroll, with the Business Office.
- Formulates personnel procedures to ensure cost effective and efficient operations and quality service in compliance with MCOE policies and procedures, including MCOE Personnel Commission rules and regulations, collective bargaining agreements, as well as, local, state, and federal statutes.
- Establishes and maintains a *state of the art* computerized record keeping system, permitting instantaneous retrieval of reliable, accurate information.
- Establishes a pro-active stance for conflict resolutions including investigations, employee grievances and complaints.
- Performs related duties as required and as assigned by the Superintendent and/or the Personnel Commission.

### **QUALIFICATIONS**

(To perform successfully in this position, one must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability necessary.)

Knowledge of: Legislation, codes, regulations, court rulings and any other matters which apply to the field of Personnel Administration in education.  
 Budget preparation and control.  
 Principles and practices of management.  
 Goals, objectives, rules and regulations of the Personnel Commission.  
 Goals, objectives, policies and procedures of the Superintendent/  
 Governing Board.  
 Statistical, research, sampling and survey methods.  
 Correct English in written and oral communications.  
 Planning, organizing and direction of Personnel programs.  
 Personnel administration in an educational setting.

Ability to: Plan, organize and administer Personnel programs.  
 Train, direct and evaluate staff performance.  
 Explain and interpret policies and related matters.  
 Stay abreast of innovations applicable to the position.  
 Prepare and deliver oral presentations.  
 Be a resource for labor negotiations.  
 Establish and maintain effective and positive relationships.  
 Operate a personal computer and related software.  
 Solve problems.  
 Read, analyze, and interpret reports, codes, journals, etc.  
 Communicate in critical situations.

### **MINIMUM WORK EXPERIENCE**

Five years of work-related experience. Supervisory experience in a Merit System is preferable.

### **MINIMUM TRAINING AND EDUCATION**

Bachelor's degree from an accredited college or university with major coursework in business or public administration, human resource development or a related field.

Must possess and maintain valid driver's license.