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Marin County Office of Education as the Administrative Agent  
for the California Collaborative of Educational Excellence

1111 Las Gallinas Avenue, PO Box 4925  
San Rafael, CA 94913-4925

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## Professional Expert Description

### Human Resources Generalist for Marin COE Administrative Agent

#### **THE POSITION:**

Under the direction of the Operations Manager, the Human Resources Generalist is responsible for performing human resources related duties and works closely with members of the Marin County Office of Education Administrative Agent team to support the California Collaborative for Educational Excellence (CCEE). The Human Resources Generalist carries out responsibilities in the areas of recruitment/employment, onboarding, benefits administration, leaves management and reporting, open enrollment, and annual trainings and notices.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification.*

- Coordinates recruitment process, including job posting, screening, interview and selection procedures
- Assists with salary calculations for new hires
- Initiates and processes personnel action forms
- Initiates and processes employment contract agreements and addenda
- Conducts employee onboarding, including new hire enrollment paperwork, employee orientation, and employee exiting procedures
- Monitors employee personnel files to ensure legal compliance and completeness
- Monitors, audits, and maintains employee calendar and leave records
- Monitors required annual trainings and prepares annual notices
- Oversees the administration of the benefit plans, including preparation and coordination of open enrollment
- Oversees the CCEE employee portal
- Responds to all Human Resources-related inquiries or requests
- Performs other duties as assigned requiring essentially the same effort, skill and responsibilities as needed

## **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described. Bachelor's degree in human resources, public administration, or business administration, preferred. Three years of increasingly responsible experience in the field of human resources at a specialist or coordinator equivalent level.

### **KNOWLEDGE OF:**

- Human resources functions and best practices
- General human resources policies and procedures
- Labor Law and employment equity regulations
- Payroll practices
- People management skills
- Computer proficiency in Outlook, Word, Excel PowerPoint, Zoom, Google Docs, Dropbox

### **SKILLS AND ABILITY TO:**

- Establish and maintain effective working relationships with CCEE and CCEE Administrative Agent staff, county office, the public, and other related individuals
- Ability to maintain a high level of confidentiality
- Excellent time management, organizational skills, and detail oriented
- Work effectively under pressure in a fast paced environment
- Problem solve by analyzing issues and creating plans of action
- Meet schedules and timelines
- Work independently with little direction
- Communicate effectively both orally and in writing
- Utilize initiative and judgement in sound decision making
- Desire to work as a team with a results driven approach
- Meet the occasional travel requirements of the position
- Operate standard business office equipment and software

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work

- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 80% sitting, 5% walking, and 15% standing

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:*

- Regularly works in inside environmental conditions with:
  - minimal temperature variations,
  - a generally hazard-free environment,
  - a clean atmosphere
- Frequently works with a video display terminal for prolonged periods
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands

## **CERTIFICATES/CREDENTIALS/LICENSES**

Valid California driver's license required