



**PERSONNEL SERVICES COORDINATOR**  
(Merit System)  
Management

**Position Summary**

Under general direction of the Personnel Commission and in coordination with the Superintendent, serves as personnel director for classified staff in conformance with merit system requirements; coordinates the activities of the Personnel Commission; and acts as Secretary to the Commission. Maintains official classified personnel documents and records; coordinates recruiting, hiring, and salary placement of classified employees; participates in employment interviews; conducts new employee orientation; and performs other duties as assigned.

Conducts all duties in conformance with Education Code, collective bargaining agreements, County Office of Education policies and Personnel Commission rules. This is a 12-month classified management position.

**Examples of Duties**

Coordinates the recruitment of classified employees; prepares and distributes job announcements; advertises position openings; tests applicants as required; recommends screening and interview criteria for panels; facilitates first round employment interviews and arranges second round interviews with superintendent or designee; verifies completion of all steps in hiring process; provides orientation of new employees; processes fingerprints, health clearances, and certifications, if applicable; prepares employment contracts and coordinates personnel information with the payroll department. Provides information and assistance to prospective and current employees regarding their employment and conducts exit interviews for separating employees.

Manages the data system for all personnel records; utilizes computer files to monitor professional growth, job placement, sick leave, vacation, and seniority status. Monitors and maintains files of performance evaluations and provides guidance to department managers regarding effective evaluation techniques. Monitors salary and benefit programs on an ongoing basis for comparison purposes. Compiles and certifies mandated reports to state and federal agencies as required by law.

Coordinates the activities of the Personnel Commission and acts as Secretary to the Commission. Prepares classified job descriptions for Commission and Superintendent review; interviews classified employees regarding employee grievances; assists in the preparation of the Commission budget; advises the Commission on the provisions of Education Code, collective bargaining agreements, and County Office of Education policy; attends Personnel Commission meetings, appropriate assigned workshops and conferences, recommends new procedures and changes in existing procedures governing the implementation and management of the department; prepares and manages assigned budget; serves as a member of Leadership Council; actively engages in an ongoing program of professional development to maintain and improve management skills and leadership abilities, and performs other duties as assigned.

**Employment Standards**

Graduation from an accredited four year college or university and a minimum of four years responsible experience in personnel administration or any combination of education, specialized training, and experience totaling not less than eight (8) years in the field of personnel services. Previous experience in a merit system organization or school system personnel department is desirable. Previous supervisory or coordination experience required.

**Knowledge of:**

- Current principles and practices of personnel administration including recruitment, examinations, classification, salary schedules, employee and management relations, supervision, and training;
- Employee selection procedures;
- Affirmative action and EEO guidelines and requirements;
- Effective supervision and evaluation techniques;
- California Education Code provisions relating to personnel practices and procedures in the public school system.
- Disability, unemployment and retirement programs applicable to county office personnel.

**Ability to:**

- Work effectively as a member of the management team in carrying out the mission of the HCOE;
- Coordinate, monitor, and maintain records for a program of personnel administration;
- Answer inquiries and determine proper action or referral;
- Work with and manage confidential information;
- Prepare and monitor department budgets;
- Collect and analyze technical information, conduct studies, and prepare reports;
- Prepare correspondence;
- Analyze complex problems and recommend solutions;
- Communicate effectively and harmoniously with others;
- Utilize a computer terminal to store and retrieve data.
- Ensure accuracy and legality of all personnel department transactions

**Physical Requirements** (*Consideration will be given to reasonable accommodation for the following physical requirements.*)

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.

**Other Position Requirements**

Individuals who serve as Personnel Services Coordinator provide services in the office as well as in various sites throughout the County, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing and the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.