



Humboldt County Office of Education

PERSONNEL SERVICES COORDINATOR

(Non-merit)

Management

Position Summary

Under general direction of the Superintendent, performs a broad array of personnel management functions for the office and on behalf of local school districts; processes and maintains various legal documents, records and correspondence; coordinates recruiting, hiring, orientation; and salary placement of employees; processes and maintains credential registry for all certificated personnel in the county; and conducts credential compliance monitoring for all districts; provides information and job application assistance upon request; organizes and participates in employment interviews and conducts exit interviews; researches information for collective bargaining and for personnel policy development; supervises support staff for legal services and supervises CalSTRS benefits program personnel; superintendent and other executive searches as requested by local districts.

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

Examples of Duties

Meets and serves a variety of individuals on a daily basis, both professional educators and representatives of the general public, serves as an executive assistant to the Superintendent on matters relating to the employment of all staff of the Humboldt County Office of Education; provides technical advice to districts on various employment matters; coordinates the recruitment of employees both for the County Office and local school districts upon request; prepares and distributes job announcements; advertises position openings; recommends screening and interview criteria for panels; organizes and participates in employment interviews; verifies completion of all steps in hiring process; provides orientation of new employees; prepares all appropriate correspondence relating to the search, employment and termination of employees; registers teaching credentials and distributes information regarding applicable laws and regulations governing their use; assists in coordinating the training/education for all HCOE staff to meet employability standards; maintains confidential personnel files; supervises testing for various job applicants; processes fingerprints and health clearances; prepares employment contracts and coordinates personnel information with the payroll department; provides information and assistance to prospective and current employees regarding their employment; conducts exit interviews for terminating employees; maintains official personnel records for all county office employees; utilizes computer files to monitor professional growth, job placement, sick leave, vacation, and seniority status; monitors and maintains files of performance evaluations; monitors salary and benefit programs on an on-going basis for comparison purposes; develops and submits records required by the federal and state governments; conducts small and large group presentations on a variety of personnel related matters, including classes in preventing sexual harassment and effective evaluation techniques; attends assigned workshops and conferences; may serve as a panel member for other local government personnel selection committees; 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 related work as required or 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 including hiring, promotion, termination, evaluation and certification requirements.
- Disability, unemployment and retirement programs applicable to county office personnel.

Ability to:

- Establish positive rapport with all current and prospective employees of the office and the staff of local school districts;
- Work effectively as a member of the management team in carrying out the mission of the Humboldt County Office of Education;
- 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, including conducting sensitive employee counseling sessions;
- Prepare and monitor department budgets;
- Collect and analyze technical information, conduct studies, and prepare reports;
- Prepare correspondence of a legal/technical nature;
- Analyze complex problems and recommend solutions;
- Communicate effectively and harmoniously with others;
- Utilize a computer terminal to store and retrieve data.

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.

Additional 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

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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 classified 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.

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