

Sacramento County Office of Education Job Description

Classification Title: Manager, Human Resources

DEFINITION

Under general supervision and direction, trains, supervises, and evaluates department staff; acts as technical lead, providing assistance and performing complex functions and specialized duties related to the development, implementation, and administration of personnel functions for the Sacramento County Office of Education (SCOE); performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Manager, Human Resources, is distinguished from the Personnel Analyst by the extensive knowledge and experience required and functional lead responsibilities, including the training, supervision, and evaluation of assigned staff. The Manager, Human Resources, performs specialized duties in a highly independent manner and promotes cooperative and effective working relationships within the department.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Technical, clerical and support personnel as assigned.

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 classification.)

Classification and Compensation

- Conducts job analyses and assists in maintaining classification plan;
- Develops job descriptions including determining minimum qualifications;
- Recommends positions to job classes;
- Reviews classifications on a scheduled basis;
- Develops a variety of forms and reports related to collection of data for job analyses;
- Administers job analysis questionnaires, performs desk audits, and facilitates group job study discussions;
- Assists in reviewing employment tests and interviews related to new and revised job classifications;
- Researches labor market for salary surveys, minimum qualification standards, and benchmark classifications;
- Evaluates compensation equity;
- Prepares statistical reports related to classification processes;
- Prepares relevant materials and presentations for the Classification Review Committee.

Recruitment and Outreach

- Plans and coordinates recruitment strategies, including identifying advertising and recruitment outreach opportunities;
- Provides guidance and leadership in organizing and administering overall recruitment and selection functions including recommending effective methods for attracting applicants;
- Creates advertisements and vacancy announcements;
- Develops and maintains partnerships with educational institutions, community organizations, and public agencies;
- Collaborates with departments agency wide to develop, procure, and maintain supply of recruitment materials and resources;
- Represents SCOE at recruitment events;

- Evaluates employee demographics to develop strategies that enhance inclusive recruitment practices;
- Provides guidance and training to department staff in effectively representing SCOE as an employer of choice at outreach events;
- Documents and analyzes recruitment efforts and outcomes to develop and implement effective recruitment strategies;

Examination and Selection

- Develops, reviews, and recommends changes to examinations;
- Establishes hiring timelines;
- Monitors and manages online application system;
- Conducts and participates in panel interviews and oral examinations to determine candidate eligibility;
- Assists in scheduling phases of the selection process with personnel staff;
- Generates reports and statistics to evaluate the effectiveness and validity of testing and selection processes;
- Evaluates processes and addresses concerns to promote positive candidate experiences.

Personnel Administration

- Interprets and applies employment policies and procedures for certificated, classified, and management employees, applicants, and outside agencies;
- Monitors position control data;
- Prepares and maintains seniority records for various job classifications;
- Monitors rehire lists;
- Develops procedures, databases and forms to facilitate implementation of personnel policies;
- Coordinates employee absence and substitute fulfillment maintenance;
- Monitors and trains users in online substitute system;
- Monitors employee leaves and ensures compliance with federal and state laws;
- Reviews guidelines for eligibility on employee leaves of absence;
- Provides instruction to employees and training on appropriate procedures for all types of leaves;
- Creates and maintains leave trends including current leaves, returns from leaves, and intermittent leave implications;
- Reviews, updates, and maintains LOA policies to ensure legal compliance;
- Prepares highly technical documents, statistical reports, communications and other written materials related to personnel functions and processes;
- Prepares and proofs data for employment contracts;
- Maintains effective communications with individuals, employee bargaining units, groups, and associations within and outside the County Office;
- Assists with special projects as needed;
- Attends conferences, workshops, and meetings as assigned.

Credentials and Certificated Compliance

- Plans and coordinates activities related to credentials and certificated compliance issues;
- Develops and implements policies and procedures to assure credential activities comply with laws, guidelines, and regulations;
- Determines certificated salary placement and eligibility for step increases and permanency;
- Organizes work assignments and determines priorities related to credentials;
- Trains and provides guidance and direction to personnel staff to assure timely and accurate performance of assigned activities;
- Provides technical assistance and training to district staff regarding credentials and certificated assignment issues;
- Evaluates eligibility for credentials, permits, waivers, and other assignment options;
- Reviews and issues Temporary County Certificates; maintains current knowledge of laws, guidelines, and regulations governing credentials and other certificated compliance issues;

- Develops and implements methods for efficient and effective processing of credential information;
- Serves as liaison between school districts and the Commission on Teacher Credentialing (CTC);
- Maintains data and generates reports regarding certificated staffing and initiatives related to teacher quality and certification.

Supervision and Department Support

- Trains and provides guidance to staff on operations, methods, and procedures to effectively accomplish department tasks and resolve issues;
- Assists in developing, reviewing, implementing, and identifying opportunities for improvement of team-level operational procedures and workflow;
- Assists in the selection of staff;
- Creates, maintains, and implements new employee training plans for Personnel staff;
- Trains, supervises, and evaluates assigned staff;
- Gathers information, generates reports, and analyzes data related to personnel functions;
- Assists in the development and implementation of strategies to foster inclusivity and belonging within the department team.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Possession of a bachelor's degree from a regionally accredited institution with coursework in public administration, personnel administration, business administration, or a related field or equivalent training and experience;
- Increasingly responsible experience in recruitment, selection, and classification;
- Experience in a school or government agency personnel department and in educator credentialing highly desirable.

Knowledge of

- Principles and practices of personnel administration including professional expertise in the classification, testing, and selection functions;
- Current federal and state laws, codes, regulations, and rules related to classified and certificated employment practices including leaves, permanency, credential requirements, and certificated assignments;
- SCOE programs and services;
- Standard software applications including the use of databases and videoconferencing platforms;
- Business forms, technical reports, and letter writing;
- Research methods, statistical analysis, and data reporting;
- Basic mathematical concepts;
- Laws, rules, and regulations of public personnel including test validation and labor relations;
- Principles and practices of selection, training, supervision, and evaluation;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Market trends, applicant sources, and effective recruitment and outreach strategies.

Ability to

- Provide leadership, guidance, and technical assistance;
- Plan, direct, coordinate, supervise, and evaluate activities and deadlines of technical staff;
- Perform detailed analysis and make related recommendations;
- Maintain current knowledge of, understand, interpret, apply, and accurately explain to others relevant policies, laws, regulations, and collective bargaining agreements;
- Establish and maintain file systems;
- Effectively coordinate a variety of simultaneous functions and activities within the personnel department;
- Communicate effectively in both oral and written form with individuals from diverse backgrounds;
- Provide guidance and facilitate discussions in individual and small group settings;

- Develop and implement procedures to assure compliance with established laws, rules, and regulations;
- Research, identify, analyze, and present appropriate data;
- Maintain confidentiality of employee and recruitment information;
- Accurately perform basic mathematical computations and statistical functions;
- Work independently with little direction;
- Plan and organize work to meet timelines;
- Analyze situations accurately and adopt an effective course of action;
- Operate a variety of office related equipment including computers;
- Establish and maintain cooperative relationships with those contacted in the course of work assignments.

Approved by Personnel Commission on 11/12/24