

SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, PROFESSIONAL DEVELOPMENT AND EMPLOYEE
EXPERIENCE, HUMAN RESOURCES

JOB SUMMARY:

Under the direction of the Associate Superintendent of Human Resources, plans, coordinates and conducts activities involved in the onboarding, training, staff development, and separation of all personnel for the County Office; plan, coordinate, execute, & sustain various strategic initiatives.

ESSENTIAL DUTIES:

- ” Plan, coordinate, and direct operations and activities involved in onboarding, staff development and training, and the separation of personnel for the County Office; assist in establishing and maintaining related timelines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.
- ” Assist with the development and coordination of goals, policies, procedures, handbooks, and work standards for the Human Resources department and County Office.
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- ” Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to typical personnel management functions and activities of both classified and certificated personnel.
- ” Special knowledge in human resources/personnel administration and communications.
- ” Possession of a broad range of professional skills, including public speaking.
- ” Experience supervising and/or leading large initiatives.
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- ” Outdoor environment: drive a personal vehicle to conduct work, visit sites, and travel to other organizations and companies, meetings, and workshops

PHYSICAL DEMANDS:

- ” Dexterity of hands and fingers to operate a computer keyboard, mouse, copy machine, printer, and other office equipment
- ” Seeing to read printed material, computer screens, and a variety of materials
- ” Remain in a stationary position for extended periods of time
- ” Position self to access office equipment, materials, and files
- ” Communicate within a normal range, give directives to small or large groups of people, and exchange information in person and on the telephone