

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PERSONNEL COMMISSION SPECIALIST

BASIC FUNCTION:

Under the direction of the Executive Director – Personnel Commission Services or assigned Administrator, performs a variety of complex technical and specialized personnel functions related to the recruitment, selection, classification, and compensation of County Office classified employees under Merit System guidelines; serves as a technical resource to County Office personnel commission services, applicants and the public regarding personnel functions for classified recruitment; provide administrative support to the support

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Inputs

County Office occupations and their requirements.
Record-keeping and report preparation techniques.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.