

requirements, practices, policies and procedures.

Coordinate and participate in labor relations and related negotiations and activities for certificated bargaining units; provide technical direction and assistance in collective bargaining activities; investigate and resolve

Attend and conduct a variety of meetings as assigned.

Participate in a variety of other ~~and~~ activities such as coordinating the employee layoff process, revising handbooks and developing contracts.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of human resources operations and ~~as~~ involved in the recruitment, screening, selection, processing and compensation of certificated personnel.

General methods, practices, procedures and terminology used in labor relations, employee evaluations, payroll processing, employee benefits and credential functions.

State credential requirements and procedures.

Practices and procedures related to certificated personnel.

Principles, techniques and procedures involved in the recruitment and selection of certificated staff.

Operations, policies and objectives relating to certificated human resources activities.

Employee benefit packages and insurance programs.

Principles and techniques of labor relations and collective bargaining.

Bargaining unit contracts and salary schedules.

Basic budget preparation ~~and~~ control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct human resources operations and activities involved in the recruitment, screening, selection, processing and compensation of certificated personnel.

Coordinate labor relations, ~~em~~ evaluation functions, payroll processing, employee benefits and credential functions to meet the certificated personnel needs of the County Office.

Supervise and evaluate the performance of assigned personnel.

Direct and participate in the recruitment, analysis and accepting or rejecting of job applicants.

Participate in collective bargaining activities for certificated bargaining units.

Coordinate activities to assure certificated staff hold valid and appropriate credentials.

Assure proper and timely resolution of issues, conflicts and problems related to assigned human resources functions.

Direct payroll activities to assure employees are paid in an accurate and timely manner.

Communicate effectively both orally and in writing.

Interpret, apply and ~~pl~~ain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

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San Mateo County Office of Education

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources, business administration or related field and four years increasingly responsible human resources experience involving work with certificated personnel functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.