

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: HUMAN RESOURCES & CREDENTIALS MANAGER

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a variety of specialized and complex activities involved in the recruitment, credentialing, processing and compensation of certificated personnel; provide technical support for labor relations, credential monitoring and special human resources projects; provide consultation and technical assistance to County Office employees and school districts concerning credentials, and classified and certificated personnel functions, policies and procedures; train, provide work direction, and evaluate assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized and complex activities involved in the recruitment, credentialing, processing and compensation of certificated personnel; oversee designated personnel functions and projects as directed; maintain confidentiality of sensitive and privileged information; assure related activities comply with established laws, codes, regulations, policies and procedures.

Supervise, train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures.

Provide consultation and technical assistance to County Office employees and school districts concerning credentials, and classified and certificated personnel functions; respond to inquiries, resolve issues and conflicts, and provide detailed information concerning related standards, requirements, guidelines, laws, codes, rules, regulations, policies and procedures.

Oversee and participate in a variety of activities involved in the review, evaluation and processing of documents relating to the certification of certificated personnel; assist staff with obtaining and maintaining valid and appropriate credentials in compliance with established requirements and procedures; assist applicants and employees with completing credential forms and applications.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy, completeness and compliance with established standards, requirements and procedures.

Lead and participate in the review of County Office and school district certificated assignments, applications and renewals to assure compliance with credential requirements; assure employee credentials are aligned with classification requirements; notify employees of expiration dates and assist with the renewal process.

Provide recruitment services for staff as needed; respond to recruitment requests; participate in the coordination of job announcements; participate in interviews to determine eligibility of candidates; assure proper verification of eligibility and background information of applicants; conduct orientations and provide employment information to new staff.

Provide technical support for labor relations and collective bargaining activities; compile and assemble information for union negotiations with discretion; advise administrators and personnel concerning collective bargaining agreements, labor relations and the merit system as requested.

Conduct and assist the Chief Human Resources Officer with a variety of projects related to assigned personnel functions; conduct classification, reclassification, salary and other personnel studies as directed; compile and analyze related information and statistical data; recommend compensation levels for various County Office positions; conduct job audits and resolve classification.

Calculate and determine appropriate salary placement for County Office employees; monitor employee status concerning salary increases; assure proper modification of payroll information in response to salary and longevity increases.

Compile information and prepare and maintain a variety of records, reports and files related to employees, contracts, salaries, recruitment, credentials, new hires, leave of absence, assignment monitoring and assigned activities.

Serve as a liaison between the County Office, outside agencies and governmental organizations concerning assigned classified and certificated personnel functions; confer with staff, administrators and the public to exchange information, coordinate activities and resolve issues or concerns.

Process various personnel forms, applications and transactions related to leaves of absence, credentials and assigned activities; respond to employment verifications and unemployment claims as requested.

Operate a variety of office equipment including a copier, fax machine, calculator, computer and assigned software.

Coordinate and conduct meetings and training activities concerning employee credentials as directed; prepare and deliver oral presentations; attend workshops, conferences and seminars.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods and terminology used in personnel administration, including job recruitment, credentialing, classification and compensation.

Operations, policies and objectives relating to human resources activities.

State credential requirements and procedures.

Practices and procedures related to classified and certificated personnel.

Principles, techniques, procedures and terminology involved in the recruitment, processing and orientation of employees.

Labor relations, bargaining unit contracts and salary schedules.

Principles of training and providing work direction.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Oral and written communication skills.

Technical aspects of field of specialty.

Current office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of specialized and complex activities involved in the recruitment, credentialing, processing and compensation of certificated personnel.

Provide consultation and technical assistance to County Office employees and school districts concerning credentials, and classified and certificated personnel functions.

Train and provide work direction and guidance to assigned personnel.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Maintain confidentiality of sensitive and privileged information.

Oversee and participate in a variety of activities involved in the review, evaluation and processing of documents relating to the certification of certificated personnel.

Plan and conduct classification, reclassification, salary and other personnel studies as directed.
 Monitor credential status and assure staff credentials are aligned with classification requirements.
 Provide technical support for labor relations and collective bargaining activities.
 Coordinate and participate in the interviewing and selection of applicants.
 Resolve personnel-related issues and concerns with discretion and confidentiality.
 Operate a variety of office equipment including a computer and assigned software.
 Communicate effectively both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Maintain records and prepare reports.
 Plan and organize work.
 Meet schedules and time lines.
 Determine appropriate action within clearly defined guidelines.

EDUCATION AND EXPERIENCE:

Required:

1. High school diploma or equivalent.
2. Four years of increasingly responsible professional human resources experience including working with a variety of human resources generalist functions.
3. Bachelor's degree or equivalent (one year of additional increasingly responsible and relevant experience may be substituted for one year of education towards the Bachelor's degree, up to a maximum of four years.)
4. A valid California driver's license.
5. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

Preferred:

1. Experience and responsibilities in the area of credentialing.
2. Increasingly responsible supervisory and/or project management experience.
3. Experience in public schools, government, or non-profit settings.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
 Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
 Hearing and speaking to exchange information.
 Sitting for extended periods of time.
 Seeing to read a variety of materials.
 Bending at the waist, kneeling or crouching to file and retrieve materials.
 Reaching overhead, above the shoulders and horizontally.
 Physical agility to lift 15 lbs to shoulder height.
 Lifting, carrying, pushing or pulling light objects.

Grade Allocation: 42	Accountability of time: Director of Dept/Division
Adopted: 7/1/04	Tasks assigned by: Director of Dept/Division
Revised: 9/13; 7/1/17,	Evaluated by: Director of Dept/Division
7/1/21, 6/2/23	Hiring authority: Director of Dept/Division