



PERSONNEL COMMISSION

Class Code: 0079
Salary Range: 51 (M2)

ADMINISTRATIVE COORDINATOR, PERSONNEL COMMISSION

JOB SUMMARY

Under administrative direction of the Personnel Commission Administrator, to plan, coordinate, and oversee the day-to-day operations of Personnel Commission processes and practices; to manage department professional, paraprofessional and clerical staff; to assist in the conduct of personnel related administrative matters; and to do related work as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize and supervise the work of professional, paraprofessional and clerical staff performing recruitment and selection, classification, certification, special projects, and other operational services of the Personnel Commission. **E**
- Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements, and implement modifications for work simplification. **E**
- Assist in the planning, coordination and implementation of short and long term goals and objectives for Personnel Commission operations; work with management staff to develop and prepare recommendations on both short and long term goals and objectives. **E**
- Coordinate workflow processes between the Classification, Recruitment & Testing, Special Projects and Certification Services areas of the Personnel Commission; review processes as they may overlap; develop, recommend and implement streamlining methodologies. **E**
- Coordinate, provide technical support, assistance and training, and supervise the work of assigned personnel engaged in such activities as classified employee processing, classification and compensation, recruitment and testing processes. **E**
- Plan and conduct administrative studies relative to present and future classified personnel needs of the district and conduct other studies as directed; prepare and present written and oral reports and recommendations. **E**
- Provide technical personnel expertise to district and site administrators, managers, and supervisors regarding Merit System and Personnel Commission matters; interpret and explain rules, regulations, policies, procedures, unit contracts and benefits, and assist in solving unique problems of classified employees, district management, and the public. **E**

- Work with district and Personnel Commission management teams to develop and/or change policies and procedures for efficient and effective delivery of services. *E*
- Oversee and participate in the development, design, or revision of Personnel Commission forms, Internet technology applications and other automated information systems. *E*
- Participate in and oversee preparation of procedures and manuals for Personnel Commission operations and assist in formulating and preparing personnel related materials for classified employees. *E*
- Serve as a representative of the Personnel Commission on committees and at meetings, as directed. *E*
- Present recommendations to the Personnel Commission and respond to questions at Personnel Commission meetings and hearings; serve for Personnel Commission Administrator in his or her absence. *E*
- Review staff work for compliance with prescribed rules, regulations, policies, and procedures. *E*
- Select, train, assign work and evaluate the performance of professional, paraprofessional and clerical staff. *E*
- Assist in routine administrative functions of the Personnel Commission as directed. *E*
- May perform classification and compensation studies, recruitment and selection examinations, special project activities and other technical assignments.
- May participate in preparation, administration, and monitoring of the Personnel Commission budget.

Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

This position serves to manage the daily activities of Personnel Commission staff and operations in order to insure the efficient, effective delivery of department services. Incumbents in this class will coordinate the multiple functions within the Personnel Commission areas of service to comply with Merit System principles and practices, while effecting creative and innovative processes to achieve operational objectives. An incumbent will serve as an administrative liaison between the Personnel Commission Administrator, site administrators, and other district staff.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of public personnel administration, management, and organizational relationships.
Technical processes related to classification analysis, job analysis, test construction and validation, and organizational systems analysis.

Methods, practices, and terminology used in manual, semi-automated and automated personnel record keeping and retrieval systems.

Current trends in the field of personnel administration.

California Education Code and rules and regulations relating to Merit System school district personnel activities.

Work simplification and research techniques.

Budgetary procedures and methods.

Supervisory practices and techniques.

Ability to:

Organize, plan, and implement the diverse functions of a large staff performing varied personnel functions.

Coordinate personnel program objectives with the general goals of the total organization and its various departments.

Define areas of problems or concern; recommend solutions to effect positive change.

Make decisions in accordance with laws, regulations, contracts, and established administrative procedures.

Prepare and deliver oral presentations to district staff, management, other agencies and Personnel Commissioners.

Understand, interpret, and implement policies, rules, regulations, and procedures.

Plan and conduct studies, analyze data, and arrive at sound conclusions.

Communicate effectively orally and in writing with school administrators, other management staff, employees and the public.

Write reports; compile, organize, and present data in various formats.

Education and Training:

Graduation from an accredited four-year college or university with a major in public or personnel administration, education, business administration or a related field is required.

Experience:

Three years as a generalist in the areas of classification, compensation, recruitment, and selection including increasingly responsible professional personnel experience in a Merit System or similar public sector civil service organization, one year which must have been at the management level.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license at the time of appointment.

WORKING ENVIRONMENT

Office environment; frequent interruptions; visits to sites and other agencies.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment, sitting and operating a personal computer for extended periods of time; seeing to read handwritten documents or other records and reports; hearing and speaking to exchange information in person or on the telephone; stamina and presence sufficient to speak knowledgeably and confidently to groups.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

1/4/2001