



PERSONNEL COMMISSION

Class Code: 3291
Salary Range: 38 (M2)

CERTIFICATION SERVICES MANAGER

JOB SUMMARY

Under general direction, to manage the operations and staff involved in certification, hiring and processing of certificated or classified employees; to provide administrative support to district management in filling certificated or classified job vacancies in a timely, efficient manner; to act as liaison with Human Resource Services, Personnel Commission and/or school sites in implementing efficient transfer of materials and information between divisions; to research and respond to inquiries regarding collective bargaining agreements and the Rules & Regulations of the Classified Service and/or the Education Code; to perform other related duties as assigned.

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 manage the activities and staff involved in the operations of the Certification Services unit of the Personnel Commission or the staffing unit of Human Resource Services. **E**
- Recommend and implement policies and procedures in the administration of classified or certificated employee certification, pre-employment processing, offers of employment, transfers, and other certification practices, complying with a variety of rules, statutes and collective bargaining agreements. **E**
- Evaluate viability of applicant pool on eligibility lists; coordinate with other management the initiation of recruitment processes and review of classification specifications and job bulletins; recommend abolishment or extension of eligibility lists as appropriate. **E**
- Provide guidance and expertise to assist Human Resource Services or Personnel Commission in implementation of lay-off processes in accordance with Education Code and collective bargaining agreement provisions; establish and maintain ongoing coordination and problem solving communications with HRS or the Personnel Commission and/or school sites to assure mutual understanding of systems and effective transition of eligibles through employment processes. **E**
- Meet and communicate with management, administrators, and other district staff to provide information, respond to questions, and explain classified or certificated employment certification processes and procedures; discuss multifaceted technical issues relating to the Certification process, and offer innovative and creative solutions to complex matters. **E**

- Research Rules and Regulations of the Classified Service, Education Code, and collective bargaining agreements to assure compliance in certification matters; recommend and draft revisions to rules; suggest language for collective bargaining agreements which complies with the merit system, as appropriate. ***E***
- Maintain various forms, eligibility lists, and correspondence; prepare letters, memos, and reports to administration regarding a variety of matters in certificated or classified employment certification; create and revise certification and personnel employment forms for district wide distribution. ***E***
- Manage support staff, including selection, evaluation, discipline, and training; review work for accuracy, completeness and timeliness; monitor work loads, and assign and prioritize work accordingly. ***E***

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 is responsible for the management of staff and processes involved in multiple, complex procedures central to the certification of candidates for employment, requests for transfer, implementation of lay-off, and other functions in employment processes of a large urban merit system school district. The incumbent in this class recommends, develops, implements, and explains processes for hiring certificated and/or classified employees, which comply with multiple collective bargaining agreements, the California Education Code and/or the Rules and Regulations of the Classified Service.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of human resource management.
Rules and regulations of merit systems employment processes.
Research and report writing techniques.
Principles of supervision.
Record keeping systems, including related computer software applications.
Applicant tracking systems.

Ability to:

Plan, coordinate and direct the activities of subordinate staff.
Interpret and apply complex rules, regulations, policies and procedures.
Compile, organize and analyze data.
Adapt to changing priorities and schedules.

Operate a personal computer and variety of software, including word processing, spreadsheet, and personnel systems software.

Communicate effectively, both orally and in writing; make oral presentations before large groups.

Maintain the security of confidential and sensitive information and materials.

Establish and maintain effective relationships with those contacted in the course of work.

Training:

A Bachelor's degree with major coursework in human resources, business administration, public administration, psychology, social science, or related field is required.

Experience:

Three years experience directly related to the multiple processes involved in employment and hiring within a large merit school system or civil service organization, including one-year experience in direct supervision of staff.

A maximum of two years of the required education may be substituted by additional years of experience on a year for year basis.

Any other combination of training and experience which likely provides the required knowledge and abilities may be considered.

WORKING ENVIRONMENT

Office environment; frequent interruptions; occasional visits to administrative offices and school sites within the district.

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 individuals and groups.

SPECIAL REQUIREMENTS

Position requires the use of personal automobile and possession of a valid California Class C Driver's license.

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.

PCA 12/16/99