

**SAN MATEO COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: EXECUTIVE DIRECTOR, PERSONNEL COMMISSION**

Confer with collective bargaining group representatives to review and resolve a variety of personnel issues concerning the application of Merit System rules and regulations.

Respond to grievances filed under Merit System procedures concerning matters under Personnel Commission jurisdiction.

Coordinate Personnel Commission disciplinary hearing procedures including reviewing issues to be brought before the Commission for adjudication, organizing evidence to be presented at the hearing, compiling witness lists, and preparing communications on behalf of the Personnel Commission; advise the Personnel Commission on all aspects of the hearing process.

Coordinate classified layoff procedures and advise managers on legal requirements; maintain seniority and employee rehire lists; prepare layoff, bumping, and recall letters to employees.

Conduct internal investigations on matters within the authority of the Personnel Commission, and prepare reports including final findings of fact based on evidence presented;

Prepare the Personnel Commission Services budget for Commission approval; authorize general budget expenditures, and seek Commission approval for large expenditures.

Oversee employment testing records management in accordance with Merit System Rules.

Supervise and evaluate the performance of Personnel Commission Services Department staff.

Assist County Superintendent of Schools, division heads, department heads, managers, site administrators, employees and employee group representatives to understand the classified employment testing, selection, classification, compensation, position transfer, seniority, demotion, promotion, layoff, and reemployment practices and procedures.

Assist the Associate Superintendent, Human Resources in the formulation and development of policies and procedures in accordance with Merit System Rules.

Represent the Personnel Commission on the Administrators' Cabinet.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Merit or Civil Service System authority, functions, and governing procedures in public service employment.

Current practices in public sector personnel management including employee recruitment, candidate assessment, position classification, and compensation.

Uniform Guidelines on Employee Selection Procedures.

Federal and state employment laws, statutes and administrative regulations.

Research and statistical methods and their application to administering a range of personnel functions including analyzing community wage data, recommending compensation ranges, setting examination pass points, and preparing employment and statistical reports.

Job analysis and position classification evaluation methodologies.

