

**Job Description**

**Job Title:** *Administrator II, Human Resources (9928)*

**Job Summary:**

Under the supervision of the Assistant Superintendent, Human Resources, the Administrator provides extensive expertise and skills to perform highly responsible administrative and supervisory duties for assigned staff and programs; administer the operation and implementation of the County's Risk Management, Leaves, and Benefits program; assists the Assistant Superintendent with personnel matters, public records requests, labor relations and new employee orientations.

**Essential Duties:**

- Oversees all aspects of the County's Risk Management department;
- Coordinates and ensures TCOE's compliance with the Americans with Disabilities Act, Return to Work practices, and interactive processes;
- Manages the Worker's Compensation program to assist employees to return successfully back to work;
- Maintains compliance with government statutes, regulations and rules relating to personnel administration for the purpose of advising appropriate parties of the provisions of law.
- Responsible for safety programs and complying with Federal, State and Local laws and regulations pertaining to workers' safety;
- Leave responsibilities include ensuring compliance with state and federal regulations, board and superintendent policies, and collective bargaining agreements;
- Workers' compensation duties include documenting and reporting work related injuries to insurance carrier, maintaining contact with injured workers, communicating with county departments regarding Workers' Compensation, safety and reporting, returning the injured worker to the job, administering modified/alternate duty work program, monitoring injured workers' work status with claims adjustor, and representing the county at SISC;
- Assist in resolving ADA accommodation issues;
- Oversee the employee training program to ensure staff are properly trained in accordance with county, state and federal mandates;
- Maintains confidentiality for the purpose of working through issues with programs and staff;
- Facilitates a variety of meetings, staff development trainings and workshops to train staff on best practices;
- Stay up to date on human resources topics by reviewing and analyzing data, publications, and other relevant information and use this information to update internal practices and train HR staff accordingly;
- Oversees the New Employee Orientation process to ensure staff are onboarded with essential information that is in compliance with applicable polices and laws;
- Assists the Assistant Superintendent with classified and certificated bargaining units in negotiating contracts and developing memorandums of understanding;
- Assist in the collective bargaining process for the areas of employee safety, employee benefits and District insurance coverage;
- Assists in providing professional development for county office and school district staff to increase necessary knowledge and skills;
- Research information to analyze potential implications, making recommendations and/or addressing a variety of personnel and risk management needs;
- Responds to inquiries, complaints and concerns from the general public, school district personnel, community organizations and staff to provide information and resolving issues;
- Conduct investigations and prepare summaries and other disciplinary documents as needed;
- Conduct Skelly Hearings as directed;
- Prepare Board Agenda Items and present to the Board as necessary.
- Supervise, train and evaluate personnel to provide coaching and feedback regarding their performance;
- Establish and maintain cooperative and effective working relationships with others for the purpose of supporting staff and school district personnel.
- Perform other related duties as assigned;

**Responsibilities include:** working independently under broad organizational policies with supervision focusing on results to the organizational objectives; managing major organizational components; and determining the use of funds. There is continual opportunity to impact the organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking and 20% standing variations, a generally hazard free environment, and in a clean atmosphere.

**Skills to:**

- analyze practices and facilitate continuous improvement cycles;
- communicate effectively, orally, in writing and on virtual platforms;
- develop and build relationships with all stakeholders;
- develop, coordinate, promote, and evaluate program and resources;
- collaborate with different divisions within the county office;
- develop policy supporting regulations and policies;
- manage personnel and programs;
- operate a computer and related software.

**Knowledge of:**

- personnel issues, risk management, labor relations, and legal trends;
- county office board and superintendent policies and regulations;
- California Education Code, federal education policies and regulations, federal and state laws, regulations, and requirements;
- maintain complete and accurate records regarding all county office employees;
- current methods of personnel management and supervision;
- recruitment, selection and employment of certificated and classified employees;
- county office evaluations for certificated, classified and management staff;
- county office salary schedules and salary provisions;
- interpersonal skills using tact, patience and courtesy;

**Ability to:**

- provide training for employees of the county office;
- make presentations and speak comfortably in front of groups;
- prepare and submit reports and other documents;
- establish and maintain cooperative and professional working relationships with individuals, bargaining units, diverse groups, and employees from public and private agencies;
- maintain consistent, punctual and regular attendance;
- utilize technology to maximize staff and personal productivity;
- communicate effectively, orally and in writing;
- interpret, apply and explain rules, regulations, policies and procedures;
- analyze situations accurately and adopt an effective course of action;
- meet timelines and schedules;
- train, coach, supervise and evaluate assigned staff;
- travel and drive an automobile.

**Experience Required:**

- Five years of experience in a certificated administrative position required.
- Experience in risk management, safety management, employee benefits, or related field is preferred.

**Education Required:**

- Bachelor's Degree required;
- Master's Degree preferred ;
- Valid California Administrative Credential required;

**Other Requirements:**

- California Driver's License and proof of automobile insurance:
- Department of Justice and FBI Fingerprint clearance upon hire:

**FLSA Status:** Exempt

August 2023

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.