

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The special meeting of the Personnel Commission will be held on  
**Tuesday, May 13, 2025**, beginning at **3:30 p.m.**

in the Foundation Room and via teleconference / videoconference.

To join by phone: dial (669) 444-9171, Meeting ID: 834 368 9903  
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8343689903>

**AGENDA**

1. Call to Order ..... Ms. Foster
2. Roll Call ..... Mr. Richardson
3. Approval and Adoption of Agenda..... Ms. Foster
4. Review of Job Descriptions ..... Mr. Richardson
  - Accounting Assistant
  - Accounting Technician
  - Accounting Specialist
  - Payroll – Retirement Specialist
  - Human Resources Technician
  - Human Resources Specialist
5. Approval of Titles (Job Descriptions)..... Ms. Foster
  - Accounting Assistant
  - Accounting Technician
  - Accounting Specialist
  - Payroll – Retirement Specialist
  - Human Resources Technician
  - Human Resources Specialist
6. Adjournment ..... Ms. Foster

**Notices:**

Members of the public shall have the opportunity to address the Personnel Commission on items on the agenda before or during the Commission's consideration of the item. The time allotted for comment shall be five (5) minutes.

Additional materials available in the Personnel Office between 8:00am and 4:00pm and at our [Personnel Commission website](#).

The Marin County Office of Education adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact Jason Richardson at 415-499-5854. All efforts will be made for reasonable accommodations.

Classified CSEA - Administrative Services -Business Support

Job Title (Current Title on old job description)

Recommended Job Title (New Title on Draft Job Description)

Accounting Technician 1

Accounting Assistant

Accounting Technician 2

Accounting Technician

Accounting Assistant

Accounting Specialist

New position

Payroll - Retirement Specialist

Human Resources Technician

(no change)

Human Resources Specialist

(no change)



## Job Description

Marin County Office of Education

### Accounting Assistant

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Accounting Assistant is done for the purpose/s of providing support to department activities; compiling, maintaining, and reconciling assigned financial information; researching discrepancies; preparing written and electronic financial information and generating periodic reports; and, transporting, receiving, and/or delivering financial documents or materials.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Compiles financial information related to work assignments for the purpose of providing required documentation, periodic reports, and/or processing information.
- Maintains assigned financial information, files, and records for the purpose of ensuring the availability of documentation in compliance with established practices.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written and electronic financial information and periodic reports for the purpose of performing required activities, providing documentation for future reference, conveying information, and complying with established administrative requirements.
- Processes and reviews financial information (e.g. inputs stop payment/reissue checks, employment verification, status change/terminations, proper coding, etc.) for the purpose of ensuring accuracy, updating and distributing information, authorizing for action, and/or complying with established accounting practices.
- Provides assistance with researching discrepancies of financial information and/or documentation (e.g. audits, bank balances, checks, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Reconciles financial data (e.g. bank statements, deposits, missing checks, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Responds to written and verbal inquiries for the purpose of providing information and/or appropriate referrals.
- Transports a variety of items (e.g. bank deposits, mail, records/files, supplies, etc.) for the purpose of receiving and/or delivering materials as required.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying county, state and federal policies and regulations; operating standard office equipment; performing basic bookkeeping/accounting procedures; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; and standard office practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; and working with detailed information.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

### **Required Testing**

Pre-Employment Proficiency Test

### **Continuing Educ. / Training**

Mandated Reporter Training Certificate

### **Certificates and Licenses**

None Specified

### **Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

### **Revised Date**



## Job Description

Marin County Office of Education

### Accounting Technician

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Accounting Technician is done for the purpose/s of assisting with accounting transactions and adjustments; monitoring status of transactions and related financial activity; processing and reviewing financial data and information; supporting maintenance of vendor/contractor accounts; assisting with research of discrepancies; and, transporting, receiving, and/or delivering financial documents or materials.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assists with accounting transactions and adjustments as directed (e.g. credit memoranda, undocumented purchases/invoices, returned or refunded checks, etc.) for the purpose of providing support for completing transactions, identifying appropriate actions and/or complying with established financial procedures.
- Assists with researching discrepancies in financial information, transactions, and/or documentation for the purpose of identifying and correcting discrepancies, ensuring accuracy, and adhering to established procedures.
- Monitors status of transactions and related financial activity (e.g. payment histories, partial payments, past due charges, encumbrance changes, etc.) for the purpose of ensuring allocations are accurate and fiscal practices are followed.
- Participates in unit meetings, in-service trainings, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written and electronic financial information and reports as needed (e.g. sales tax, 1099's, etc.) for the purpose of conveying information, and complying with established financial, legal, and/or administrative requirements.
- Processes and reviews financial data and information (e.g. invoices, account statements, credit cards, open purchases orders, etc.) for the purpose of ensuring accuracy, updating and distributing information, authorizing for action, complying with various payment timetables, and/or complying with established accounting practices.
- Responds to inquiries from a variety of sources (e.g. other employees, auditors, etc.) for the purpose of facilitating communication and/or providing information and/or appropriate referral.
- Supports maintenance of vendor/contractor accounts for the purpose of maintaining appropriate information, signatures, and other supporting information.
- Transports a variety of items (e.g. bank deposits, mail, records/files, supplies, etc.) for the purpose of receiving and/or delivering materials as required.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying county, state and federal policies and regulations; operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate records; and performing accurate accounting procedures.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles, practices, and terminology of financial and statistic record keeping; accounting/bookkeeping principles; accounting data-entry practices; computer-aided accounting systems; and applying pertinent codes, policies, regulations and/or laws;.

**ABILITY** is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: working with detailed information/data; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; maintaining confidentiality; and, developing and maintaining effective working relationships.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Education (Preferred):** Post-secondary or Business School job-related course work

### **Required Testing**

Pre-Employment Proficiency Test

### **Continuing Educ. / Training**

Mandated Reporter Training Certificate

### **Certificates and Licenses**

None Specified

### **Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

### **Revised Date**





## Job Description

Marin County Office of Education

### Accounting Specialist

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Accounting Specialist is done for the purpose/s of providing support to department activities; performing complex accounting and auditing functions; planning, maintaining, and reconciling fiscal information; preparing complex reports and financial information; and providing instructions, recommendations, and/or accounting support to other personnel.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assists accountants and department staff (e.g. payroll, accounts payable/receivable, cash, apportionments/grants, property tax, etc.) for the purpose of providing supporting documentation and/or information required for audit.
- Maintains a variety of financial information, files, and records related to work assignments (e.g. accounts payable/receivable, contracts, personnel information, bond interest, redemption funds, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors account balances and related financial activity for the purpose of ensuring allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in unit meetings, in-service trainings, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written and electronic financial information (e.g. state/federal reports/filings, funding revenues, etc.) for the purpose of performing required activities, providing documentation for future reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes a variety of financial information (e.g. new employee data/benefit enrollments, deposits, cash transfers, invoices, etc.) for the purpose of updating and distributing information, authorizing for action, verifying information, and/or complying with established accounting practices.
- Provides assistance and support with procedures, forms, and timelines for the purpose of meeting department goals and objectives and/or completing activities in a timely fashion.
- Provides procedures and program requirements training and support (e.g. account coding, processes, etc.) for the purpose of ensuring efficient processing in compliance within county policy and established regulatory guidelines.
- Reconciles a variety of financial data (e.g. cash deposits, benefit invoices, general ledger accounts, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.

- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, deposits, budget codes, etc.) for the purpose of ensuring accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a variety of sources (e.g. County of Marin, school district departments, vendors, outside agencies, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; and providing information and/or referral for addressing inquiry.
- Serves as a liaison between school districts and outside entities, if assigned, (e.g. charter schools, County of Marin, California Department of Education, etc.) for the purpose of providing assistance and support to school districts and ensuring compliance with applicable laws, rules, and regulations.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying county, state, and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of technical accounting and double-entry bookkeeping methods; state and federal laws pertaining to school accounting requirements; state guidelines and account codes; and preparing and maintaining accurate records.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Education (Preferred):** Post-secondary coursework in accounting, business services, or related area.

#### **Required Testing**

Pre-Employment Proficiency Test

#### **Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training Certificate

**Clearances**

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Revised Date**

**Salary Grade**



## Job Description

Marin County Office of Education

### Payroll / Retirement Specialist

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Payroll / Retirement Specialist is done for the purpose/s of performing a variety of specialized and complex payroll / retirement accounting functions; serving as a technical resource concerning assigned payroll /retirementl functions and related accounts; providing support to department activities; and, preparing, maintaining, and verifying a variety of financial and statistical payroll / retirement-related data, records, statements, and reports.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Communicates with employees, county office administrators, personnel, and various outside organizations for the purpose of exchanging information and resolving payroll / retirement issues or concerns.
- Develops a variety of reports and summaries related to payroll (e.g. required state/federal forms, worker's compensation, salary adjustments, etc.) for the purpose of documenting activities, meeting compliance requirements, uploading reports to pertinent agencies, and providing reports to business personnel.
- Gathers relative data and generates a variety of payroll reports and statements (e.g. paid/unpaid leave, direct deposit, voluntary deductions, etc.) for the purpose of ensuring accuracy of data entry.
- Manages multiple employment-related accounting systems/processes (e.g. STRS/PERS systems, data imports, payroll adjustments, etc.) for the purpose of providing guidance to districts, assisting districts in correcting errors prior to payroll closing, and ensuring accuracy and reconciliation of funds.
- Monitors assigned payroll / retirement activities and/or program components (e.g. coding, calculations, payroll adjustments, proper authorizing signatures, etc.) for the purpose of ensuring compliance with established financial, legal, and/or administrative requirements.
- Participates in meetings, in-service trainings, and workshops for the purpose of conveying and/or gathering information required to perform payroll / retirement functions.
- Prepares and maintains a variety of payroll / retirement-related data (e.g. financial and statistical records, statements, garnishments, contributions, etc.) for the purpose of ensuring the accuracy and availability of information.
- Prepares, verifies, and processes a variety of payroll data (e.g. salary payments, salary adjustments, deductions, hours/overtime pay, etc.) for the purpose of establishing and maintaining detailed, permanent, and accurate payroll and documentation.
- Provides assistance with payroll / retirement processes, policies, and procedures to school districts for the purpose of providing information, responding to inquiries, and serving as a technical resource.

- Reconciles fiscal information and account balances (e.g. payroll revolving fund cash, payroll taxes, workers compensation liability accounts, etc.) for the purpose of verifying accuracy of information, maintaining accurate balances and complying with accounting practices.
- Researches payroll / retirement data (e.g. pay rates, taxes, leaves/absences, etc.) for the purpose of verifying accuracy of information, maintaining accurate balances, and complying with accounting practices.
- Researches, calculates, and revises payroll / retirement and related accounting data (e.g. gross salary, taxes, retirement, retroactive/vacation pay, absences, etc.) for the purpose of reconciling and balancing assigned payroll accounts.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, computer, intermediate spreadsheet, and assigned software; communicating effectively both orally and in writing; and interpersonal skills including tact, patience, and courtesy.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll account preparation and processing; payroll and retirement system policies and procedures; methods, procedures, and terminology used in technical payroll accounting work; tax withholding, voluntary deductions, and employee benefits; employer and employee contributions and related STRS and PERS functions; general payroll and retirement functions of a county office; financial and statistical recordkeeping techniques; and data control procedures and data entry operations.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: working independently with minimal direction; assembling, organizing, and preparing data for records and reports; comparing numbers and detecting errors efficiently; establishing and maintaining cooperative and effective working relationships; meeting schedules and timelines; and maintaining confidentiality.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, 15% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High school diploma or equivalent.

**Education (Preferred):** Post-secondary coursework related to accounting, business, or related field

**Required Testing**

Pre-Employment Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training Certificate

**Certificates and Licenses**

None Specified

**Clearances**

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Revised Date**

**Salary Grade**



## Job Description

Marin County Office of Education

### Human Resources Technician

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Human Resources Technician is done for the purpose/s of processing and administering a variety of Human Resources (HR) transactions; administering HR programs; providing information to employees; and assisting in ensuring personnel functions conform to all applicable regulatory requirements.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assists with the interview process (e.g. packets, interview schedules, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Assists with the implementation of processing transfers for the purpose of ensuring collective bargaining assignments are compliant with MCOE policies and procedures.
- Develops a wide variety of written materials (e.g. fliers, newsletter, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Informs employees and applicants regarding a variety of procedure and program requirements (e.g. job classification, training, recruiting, testing, etc.) for the purpose of providing information to maintain organizational effectiveness and complying with established guidelines.
- Maintains documents, files, and records (e.g. substitute licensing, training, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Monitors a variety of fingerprint clearance, subsequent arrest notifications, and DMV pull notice system (e.g. employees, volunteers, county-wide substitute teachers, independent contractors, employees driving MCOE vehicles, etc.) for the purpose of maintaining legal compliance with relevant laws and communicating status changes as needed.
- Participates in a variety of meetings, trainings, and interviews for the purpose of conveying and gathering information regarding HR responsibilities.
- Prepares a variety of documents (e.g. work orders, purchase orders, handbooks, etc.) for the purpose of providing documentation and information.
- Processes outdated documents (e.g. reviews, scans, removes, destroys, etc.) for the purpose of ensuring record retention practices and procedures are compliant with legal mandates and professional practices.
- Responds to a variety of inquiries from internal and external entities for the purpose of providing information or direction and/or facilitating communication among parties.
- Schedules and conducts on-boarding process with newly hired employees for the purpose of preparing and tracking relevant documents and ensuring employees are knowledgeable of current employment policies, practices, and administrative processes.

- Supports the Human Resources department by performing various tasks as needed (e.g. recruitment, marketing, substitutes, ergonomic review requests, etc.) for the purpose of ensuring the efficient and effective functioning of Human Resources services.
- Supports the scheduling of required pre-employment processes (e.g. fingerprinting, TB testing, physicals, etc.) for the purpose of meeting MCOE staffing requirements and ensuring compliance with established guidelines.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the HR department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and, utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a public education environment; proper English and grammar usage; and codes, regulations, and laws related to the job functions.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information; managing frequent interruptions; and, adapting to changing priorities.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require 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 70% sitting, 10% walking, 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High School plus job related coursework.

**Education (Preferred):** Community college and/or vocational school degree with study in job-related area

#### **Required Testing**

Pre-Employment Proficiency Test

#### **Continuing Educ. / Training**

Mandated Reporter Training Certificate

#### **Certificates and Licenses**

None Specified

#### **Clearances**

Custodian of Records Fingerprint Clearance  
Measles Vaccination  
Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Revised Date**

**Salary Grade**



## Job Description

Marin County Office of Education

### Human Resources Specialist

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Human Resources Specialist is done for the purpose/s of supporting the Human Resources department; assisting with the department's budget; processing, monitoring, and administering a variety of human resources transactions; developing written recruiting materials; implementing employee transfer process; monitoring fingerprint clearance and subsequent arrest notifications; coordinating and scheduling meetings; and, onboarding new employees.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assists with the Personnel Commission meetings (e.g. meeting setup, report preparation, required meeting documents, etc.) for the purpose of ensuring availability of items and materials necessary to effectively conduct meeting.
- Coordinates and schedules meetings (e.g. interviewees, staff, etc.) for the purpose of gathering and/or distributing information.
- Creates and prepares annual budget reports, tracks and monitors spending against budget and account lines for the purpose of ensuring materials and supplies are within budget and providing records to the business office.
- Develops a variety of written recruiting materials (e.g. communications, invitations, etc.) for the purpose of documenting activities, providing written reference, and/or conveying Job Fair information.
- Implements the employee transfer process for certificated and classified positions for the purpose of ensuring relevant collective bargaining agreement requirements are met.
- Monitors a variety of fingerprint clearance and subsequent arrest notifications (e.g. employees, volunteers, county-wide substitute teachers, independent contractors, etc.) for the purpose of maintaining legal compliance with relevant laws and communicating status changes as needed.
- Monitors, reviews, and records employee status changes and contractual and legal rights (e.g. probation, reinstatement, use and exhaustion of leave benefits, etc.) for the purpose of ensuring efficient processing of information and adhering to legal and/or administrative requirements.
- Participates in a variety of meetings, trainings, and interviews (e.g. monthly meetings, onboarding new hires, Job Fairs, etc.) for the purpose of conveying and/or gathering information to perform functions.
- Prepares and processes a variety of forms (e.g. purchase orders, invoices, personnel action forms, COBRA materials, etc.) for the purpose of ensuring accurate, timely, and efficient processing of documentation in compliance with MCOE requirements.
- Prepares department documents and reports (e.g. correspondence, member lists, etc.) for the purpose of providing written documentation and/or conveying information to appropriate personnel.

- Prepares and maintains records for continuing employees and substitutes (e.g. salary, seniority dates, leaves, employee record information, etc.) for the purpose of providing documentation and information as needed; ensuring accuracy of information; and, maintaining compliance with established guidelines.
- Processes data for new hires and substitutes for the purpose of ensuring proper forms and data are on file and candidates are cleared for work.
- Responds to written and verbal inquiries from employees and/or external sources (e.g. leaves, salary schedules, payroll, etc.) for the purpose of providing information and/or referring to appropriate personnel.
- Supports staff inquiries regarding employment status, benefits, and/or salary for the purpose of providing accurate information in compliance with established legal practices and administrative processes.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; decision making; preparing and maintaining accurate records; operating standard office equipment; and, utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: office practices and procedures; principles of budget development; English and grammar usage; personnel practices as applied within a public school environment; interpreting contract language; and, relevant codes, regulations, and laws.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and, adapting to changing priorities.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Required Testing**

Pre-Employment Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training Certificate

**Certificates and Licenses**

None Specified

**Clearances**

Custodian of Records Fingerprint Clearance

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

**Revised Date**

# CLASSIFICATION AND COMPENSATION STUDY

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### General Nature of the Classification Plan (3.200.2)

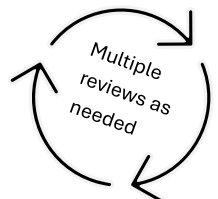
The Personnel Commission shall establish and maintain a classification plan which shall include classifications adopted by the Commission for all positions in the classified service. The list of classes (position titles) shall contain the designation of the ranking level applicable to each class (position title).

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### Phase 1

#### ✓ Review and Development of Updated Job Descriptions

- ❖ **Focus Groups** conducted with incumbents representing each Class (position title)  
*[Classified Salaried Position Questionnaire for completion by each incumbent (3.200.9.A.2)]*
  - What do you do?
    - Purpose – overall scope of work
    - Functions – what is done
  - What does it take to do it?
    - Competencies – what does it take?
    - Minimum Requirements
- ❖ Developed **Essential Job Functions** for each position based on focus group input and current job descriptions
- ❖ **Supervisor review** of draft Essential Functions
- ❖ Created **draft of job descriptions** *[Development of proposed position description by the Director of Personnel (3.200.9.A.3)]*
- ❖ **All incumbents** provided an opportunity to review the draft of their own job description and provide input
- ❖ Developed **updated draft job descriptions** based on incumbent input
- ❖ **Cabinet level review** and input of updated draft job descriptions *[The Superintendent and Cabinet will review the proposed description, and upon approval, place the proposed job description on the Superintendent's agenda. (3.200.9.A.4)]*
- ❖ **Personnel review** of updated draft job descriptions
- ❖ For represented positions, **CSEA leadership review** of updated draft job descriptions
- ❖ **Final draft** of job descriptions



# CLASSIFICATION AND COMPENSATION STUDY

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### Phase 2

#### ➤ Superintendent Approval and Adoption of the Proposed Job Descriptions (EC 45109)

##### ❖ Assignment of Duties (Education Code Section 45109) (PC 3.200.1)

The Superintendent shall prescribe and fix the duties and responsibilities of all positions in the classified service except those on the Personnel Commission staff.

#### ➤ Personnel Commission Approval of Titles (PC 3.200.3)

For each class of positions (position titles), as initially established or subsequently approved by the Commission, there shall be established and maintained a class (position title) specification which **shall include**:

A. The official class title (position title);

*Commissioners will be provided with a chart for each group of draft job descriptions identifying any recommended title changes.*

B. A definition of the class (position title), indicating the type of duties and responsibilities and placement within the organizational scheme;

***Purpose Statement:*** Does the recommended position title align with duties and responsibilities in the Purpose Statement?

C. A statement of typical tasks to be performed by persons holding positions allocated to the class (position title);

***Essential Functions:*** Does the recommended position title align with the Essential Functions?

# CLASSIFICATION AND COMPENSATION STUDY

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- D. A statement of the minimum and/or desirable qualifications for service in the class (position title). The minimum qualifications may include education, experience, knowledge, skills, abilities, and personal and physical traits and characteristics;

**Job Requirements: Minimum Qualifications:** Does the recommended position title align with the experience, education, and other identified minimum qualifications?

- E. A statement of distinguishing characteristics, where applicable, which differentiates the class (position title) and other related or similar classes (generic family); and

**Responsibility and Purpose Statement:** If applicable, are there distinguishing characteristics in the Responsibilities and Purpose Statements?

- F. License or other special requirements for employment or service in the class (position title).

**Experience, Education, Certificates and Licenses:** Does the recommended position title align with identified testing, clearances, certificates, and/or licenses?

- G. Any additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in the evaluation of her/his qualifications, even though such additional qualifications are not a prerequisite to consideration for employment.

**Experience and Education:** Some, but not all positions may have additional qualifications identified as preferred.

# CLASSIFICATION AND COMPENSATION STUDY

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### Phase 3

#### ➤ Allocation of Classes (position titles)

#### Factors in Allocation of Classes (Position Titles) for Salary Determination (3.300.1)

- ❖ The Director of Personnel shall prepare recommendations for the allocation of classes (position titles) to salary schedules for approval by the Commission. These recommendations shall take into account, when appropriate, both external factors and internal factors.
- ❖ After making its findings, the Commission shall present recommendations to the Superintendent for approval. The Superintendent may approve, amend, or reject the recommendation, but may not alter the relationships among classes (position titles) as established by the classification plan.