

**Marin County Office of Education (Marin COE)
as Administrative Agent for the
California Collaborative for Educational Excellence (CCEE)**

**Professional Expert Description
Project Associate**

THE POSITION

Under direction of the Senior Fiscal Director or designee, performs a variety of technical and administrative duties in support of the Administrative Agent Human Resources (HR) and Operations departments. This role will focus on supporting the employee health benefits administration and employee information systems and policies and procedures. The position requires accuracy, attention to detail, strong organizational skills, and proficiency with computer software applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Project Associate job family and:

- Supports the administration of employee health benefits, including enrollment, coverage changes, disenrollment, and monthly carrier invoice reconciliation.
- Assists with the annual open enrollment cycle, including preparation of materials, employee communications, and processing of elections.
- Prepares, processes, and maintains HR-related forms and records (e.g., purchase orders, invoices, benefit enrollment forms, COBRA materials) to ensure accuracy, timeliness, and compliance with agency requirements.
- Maintains and updates official personnel records in both hard copy and electronic systems in accordance with record-retention and confidentiality standards.
- Provides administrative support for compliance and annual employment agreement renewals, including tracking deadlines and ensuring required documentation is completed.
- Enters and maintains employee data in the HR information system, generates standard reports, and resolves routine data discrepancies as assigned.
- Provides general administrative and clerical support to Human Resources, including support for day-to-day operations and assigned tasks.
- Participates in and provides support for other projects that impact employees, such as employee engagement initiatives, process improvements, policy updates, training logistics, and implementation of new HR programs or systems.
- Coordinates project tasks, gathers information, communicates updates to stakeholders, and ensures timely completion of project deliverables that affect employee experience or HR operations.

- Assists in reviewing, tracking, and documenting project outcomes, employee feedback, and recommended improvements related to HR services or agency-wide initiatives.

Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described. Bachelor's degree or equivalent in business administration or public administration related field preferred. Three or more years of successful work experience of increasing responsibility in Human Resources or business preferred. Experience in a County Office of Education or school district preferred.

KNOWLEDGE OF:

- Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation
- Standard business office equipment
- Effective organizational and communication strategies, including methods of communication between various team members and partners
- Advanced uses of word processing, spreadsheet, database and other standard software to create complex documents and materials requiring the interpretation and manipulation of data
- Proficiency in Microsoft Office 365 applications such as Word, Excel, etc. and Adobe Acrobat
- Proficiency in web-based and cloud-based applications such as Google Workspace, SharePoint and DocuSign
- Safe work practices

SKILLS AND ABILITY TO:

- Maintain a high level of confidentiality
- Accurately perform basic reconciliation and auditing of work
- Accurately gather, organize, research, record, and review various types of data, information, and office files
- Prepare, document, and maintain accurate records and files
- Understand, interpret and apply instructions and procedures applicable to areas of assigned responsibility
- Focus on the small, specific aspects of a project or task with strong attention to detail
- Manage multiple and rapidly changing priorities calmly and efficiently
- Establish and maintain effective working relationships with those contacted during performance of job duties
- Work effectively under pressure
- Meet schedules and timelines
- Utilize initiative and judgment in sound decision making
- Meet the occasional travel requirements of the position

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs.
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 80% sitting, 5% walking, and 15% standing

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions with:
 - minimal temperature variations,
 - a generally hazard-free environment,
 - a clean atmosphere
- Frequently works with a video display terminal for prolonged periods
- Works in an open office environment with typical background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands

CERTIFICATES/CREDENTIALS/LICENSES

Valid California driver's license required