Los Angeles County Office of Education

The Los Angeles County Office of Education is looking for an experienced, innovative and progressive manager to be LACOE's new

Director, Classified Personnel

Los Angeles County Office of Education

The Los Angeles County Office of Education is the nation's largest regional education agency, serving 80 school districts and 1.7 million school-age children. LACOE's 2005-06 annual budget was $744 million. Most of the money is used for classroom instruction and a variety of cost-saving educational programs and business services for school districts.

LACOE Personnel Commission

Personnel Commission Mission Statement

"The Personnel Commission will provide quality products, responsive communication, and dedicated services."

The LACOE Personnel Commission is made up of three Commissioners appointed for a three-year term. All Commissioners have extensive experience with Merit Systems and labor relations. Under California law, the Personnel Commission is charged with establishing rules to administer the classified (non-teaching) service which promotes the selection and retention of employees based on merit. Its guiding principle is to serve as an impartial body free from bias or the influence of any special interest group and to see that all matters affecting the work lives of employees in the classified service are handled in a just manner. The Commission meets regularly, and is required to adopt rules to administer the classified service including classification, recruitment, examinations, etc.

The Position

The Director, Classified Personnel is a classified employee appointed by and reports directly to the Personnel Commission. The Director oversees the work of seventeen highly dedicated professional, technical and support staff assigned to various human resources functions, programs and activities. He/She has primary responsibility for working closely with the Personnel Commission in developing a strategic vision, goals and objectives for the Commission; collaborating with the Superintendent and other LACOE departments and divisions to ensure that classified service needs are identified and met; establishing performance standards and benchmarks, and evaluating employee performance; maintaining the integrity of the LACOE Merit System; managing the classification and compensation plan and recruitment and selection programs; directing the development of valid screening and selection devices; reviewing and establishing eligibility lists; advising the Personnel Commission regarding labor relations and the investigation of disciplinary actions; and researching and recommending state-of-the-art technology and systems for more efficient and responsive delivery of classified personnel services. In addition, the Director develops and recommends internal policies for the Personnel Commission and serves as staff and secretary to the Personnel Commission; prepares and presents reports, updates and summaries for the Personnel Commission; develops and administers the Commission's budget; serves as a key member of the Superintendent's cabinet; and responds to inquiries from employees and the public.

Qualifications

Candidates must have a Bachelor's degree in Business or Public Administration, human resources, industrial or organizational psychology, or a related field from an institution of higher learning accredited by a regional accreditation association as recognized by the Council for Higher Education Accreditation; and five years in public personnel administration, including three years in a management level position. A Master's degree in one of the areas listed above is preferred. A professional certification from IPMA-HR or SHRM is highly desirable.

The ideal candidate will be an experienced manager, who works well with diversity, and is known as a person who encourages teamwork, participation, and employee development. He/She will be knowledgeable of and able to explain merit system principles and practices; have a strong technical background in position classification and selection; be a leader in introducing and implementing state of the art human resource systems and procedures; be able to use tact and diplomacy in dealing with sensitive situations; be customer service oriented, open to input and able to listen; have a good command of technology and know how technology can improve performance, service and efficiency; have experience developing procedures necessary for implementing NEOGOV and other web-based technological systems; and be able to establish and maintain effective working relations with a wide variety of individuals and groups.

Personal Characteristics

In addition to the qualifications described above, the Director, Classified Personnel should be:

- A Strategic Thinker
- A Team Player
- A Proven Leader
- Ethical
- Innovative
- A Creative Problem Solver
- Open and Accessible
- Employee Oriented
- A Self-Starter
- Energetic
- A Good Communicator
- Flexible and Approachable
- Responsive
- Well Organized
- Decisive
- Results Oriented

Salary & Benefits

The salary range for Director, Classified Personnel is $108,252 to $134,112 a year. Appointment will be made within the range, depending on qualifications. LACOE also provides excellent fringe benefits including 14 paid holidays, 24 paid vacation days, 12 paid sick days; hospital, health, dental, vision and group life insurance; incentive pay for Doctoral Degree; anniversary increments; and PERS 2.5% @55.

Equal Opportunity

The Los Angeles County Office of Education is an Equal Opportunity Employer. The District considers applicants without regard to race, color, religion, ancestry, national origin, sex, marital status, age, medical condition or disability, or any other status protected by law. LACOE seeks candidates who can make contributions in an environment of cultural and ethnic diversity.

LACOE makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting an application package.

Application Process

An application package consisting of two (2) copies of your resume with a signed cover letter outlining qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references is required for consideration. A questionnaire can be obtained by calling RJA at (626) 447-3318 or through our website. Completed application packages should be sent to:

Dr. Richard Garcia, President
RJA Management Services, Inc.
550 W. Duarte Road, Suite 6
Arcadia, CA 91007
AA/EOE
www.rjamanagement.com

All application materials must be received by
July 31, 2007

Candidates are encouraged to apply promptly as screening, interviews and selection may begin upon receipt of sufficient resumes from qualified individuals and PRIOR to the closing date. Following the final filing date, application materials will be screened and scored consistent with the criteria in this brochure and preliminary interviews. Qualified candidates will be invited in for preliminary interviews and reference checks. An eligibility list will be established and those in the top three ranks will be invited in for a final interview with the Personnel Commission. Selection of the Director, Classified Personnel will follow shortly thereafter.

Additional Information

Additional information about the Los Angeles County Office of Education and/or the Personnel Commission can be obtained on the LACOE's website:

http://www.lacoe.edu.org
&
http://www.personnelcommission.com