



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Program Liaison, Alternative Education Staffing and Operations**

**Class Code: 1500  
Work Days: 225**

**GENERAL PURPOSE**

Provide management assistance and analysis to staff in the Division of Alternative Education; serve as a liaison between the Division of Alternative Education and the Human Resources Unit; and provide management level support and highly responsible assistance to Division leadership to ensure that the Alternative Education Program's human resources and administrative operations needs are met in accordance with OCDE and its Alternative Education's policies and procedures.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Serve as a liaison for the Alternative Education Programs and Human Resources regarding personnel matters including recruitment, transfers, employee relations, employee changes, new positions, and position control; understand and advise Alternative Education staff on related policies and expectations, responding to inquiries directly or referring to relevant OCDE unit as appropriate.
  3. Assist Alternative Education managers with analysis of their staffing needs. Analyze, evaluate, and make recommendations on proposed classifications and work with Human Resources to develop class specifications.
  4. Prepare, evaluate, and update a variety of reports regarding Alternative Education staffing and operations for the senior leadership team of the Alternative Education Division.
  5. Act as a major resource to Alternative Education management and staff regarding Human Resources and other administrative policies and procedures; confer with program and Human Resources as needed to develop and suggest recommendations for changes in division processes.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

6. Research and make recommendations related to staffing, classifications, and policies to meet program needs; evaluate and approve employee status change requisitions on behalf of senior leadership of the Alternative Education Division prior to submitting to the Administrative Services Division.
7. Provide staff assistance to Alternative Education senior leadership on special projects related to OCDE procedures, activities, and operations.
8. Assist with staffing support by providing functions such as scheduling of shared staff.
9. Consult with management staff and provide input in developing program's operational goals.
10. Participate in developing Alternative Education Division policies related to administrative operations.
11. Must demonstrate attendance sufficient to complete the duties of the position as required.
12. Perform related duties similar to the above in scope and impact as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Procedures, methods, and techniques of project and workflow management and organization.
2. Principles and practices of human resources.
3. Principles and methods of research.
4. Basic report preparation.
5. Pertinent federal, state, and local laws, and education codes and regulations, and standards/principles.

### **Ability and Skill to:**

1. Interpret and explain Department of Education and Alternative Education personnel policies and procedures.
2. Establish and maintain effective working relationships with various constituencies.
3. Interpret and explain laws, codes, contracts, policies, and procedures.
4. Prepare clear and concise correspondence, reports, and other written materials.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

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### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in human resources, business, public administration, or related field; and four years of responsible human resources management or related experience.

### **PHYSICAL AND MENTAL DEMANDS**

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

#### **Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

#### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

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

Employee typically works in an office environment that is moderately paced with variable pressure.

12/16, 9/17