

JOB DESCRIPTION

Job Title: Staffing Services Manager, ECEP (9877)

Job Summary:

Under the direction of the program administrator and/or designee, responsible for assisting in the administration, staffing, and management activities within the Tulare County Office of Education (TCOE) Early Childhood Education Program (ECEP). This role provides direct and indirect supervision of assigned staff, serves as a technical expert in personnel matters, and ensures compliance with federal, state, and departmental standards and regulations. The position also serves as a key liaison to internal departments, outside organizations, and the public to support program operations and maintain organizational effectiveness.

Essential Duties:

- Provide direct and indirect supervision of assigned professional, technical, clerical, administrative, accounting, and data collection staff.
- Monitor and maintain database of employee information, including mandated training, licensing/permit renewals, evaluations, immunizations, assignments, and professional development.
- Recommend staffing needs and adjustments based on federal and state funding patterns, licensing and permit requirements, and community needs projections.
- Monitor and evaluate program operations as to their effectiveness and compliance with federal and state early childhood education requirements.
- Plan, coordinate, and implement various activities of assigned programs.
- Conduct analytical studies and develop recommendations for changes in internal procedures.
- Prepare recommendations as to improvements or program changes necessary to achieve compliance with federal and state standards.
- Prepare grants, contracts, needs assessments, comprehensive reports, records, and correspondence.
- Serve as the program liaison with the Human Resources department and other Tulare County Office of Education departments.
- Research and analyze procedures, policies, legal requirements, and/or cost of an existing system or procedure to determine if improvement opportunities exist.
- Advise program management staff on personnel and behavioral issues, personnel implications of management decisions, and conduct training for staff on human resources issues.
- Counsel and instruct supervisory personnel at all levels on employee relations practices, techniques, and interpretation of labor/management agreements.
- Advise first-line supervisors on disciplinary matters so that consistency is maintained in addition to conformity with negotiated agreements.
- Perform specialized activities in support of program goals; collaborate with administrators and other personnel to assure programs comply with licensing requirements, State, and federal laws, rules, and regulations.
- Serve as program liaison to outside organizations or the public concerning assigned area.
- Deal with confidential and sensitive personnel matters and organizational issues; maintain security and confidentiality of records and information.
- Investigate complaints related to assigned staff, recommend corrective action as needed, and resolve escalated complaints or disputes.
- Provide employees with guidance and instructions in handling difficult, unusual, or complex problems as they arise.
- Attend local, regional, and state meetings, workshops, and conferences to maintain up-to-date knowledge of college and career readiness trends, credentialing, and accreditation requirements.
- Perform other related duties as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- Maintain cooperative working relationships with co-workers, various agencies, and departments.
- Implement new systems or revisions in current programs.
- Conduct needs assessments.
- Prioritize and organize tasks in a dynamic work setting.
- Manage multiple projects with shifting priorities and deadlines.

- Solve problems through research, critical thinking, and creative approaches.
- Apply and interpret data, facts, procedures, and policies.
- Follow complex verbal and written instructions.
- Communicate effectively, both orally and in writing.
- Ensure appropriate use of English word usage, spelling, grammar, syntax, and punctuation.
- Operate a computer and assigned software programs.

Knowledge of:

- Principles and practices in administration, including organizational patterns, analysis, fiscal management, and personnel management.
- Descriptive statistics sufficient to reflect results of research.
- Contemporary office methods, forms, equipment, and management principles, including automated systems to assess need, capacity, and cost effectiveness.
- Government budget processes.
- Staffing standards and program development and evaluation.
- Operations of assigned State and/or federally funded programs.
- Grant writing, contracts, and needs assessments.
- Research, data collection, and evaluation methods and procedures.
- Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies, procedures, and trends.
- Staff development programs and techniques.
- Proper English grammar, punctuation, and sentence structure.
- TCOE mission, core values, standards, policies and procedures, operating instructions, confidentiality standards, and code of ethical behavior.

Ability to:

- Read, interpret, and apply complex regulations.
- Prepare clear and concise reports, presentations, and correspondence.
- Research, compile, and analyze information to formulate appropriate alternatives and recommendations. Convey complex concepts and procedures.
- Plan and prepare materials to give presentations and training sessions.
- Prepare grant applications.
- Supervise, train, and evaluate staff.
- Communicate clearly, effectively, and professionally with diverse stakeholders, staff, and other professionals.
- Maintain confidentiality and uphold professional ethics in all interactions.
- Travel to various locations within and outside of the county, using personal vehicle, if necessary.
- Work a flexible schedule to accommodate meetings and travel, as needed.

Responsibilities include: exercising independent judgment within established laws, regulations, policies, and procedures; supervising, evaluating, and supporting assigned staff; overseeing staffing services and operational functions within the Early Childhood Education Program; coordinating activities across departments and agencies; and ensuring compliance with applicable federal, state, licensing, and program requirements. Significant collaboration with other organizational units is routinely required to accomplish program objectives. Decisions and recommendations may significantly impact staffing effectiveness, regulatory compliance, program operations, and services provided to children and families. The position requires sitting, standing, and walking for extended periods; frequent computer and office equipment use; occasional lifting and carrying of materials up to 25 pounds; and periodic travel to various work locations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Education Required:

- Bachelor's degree in business or public administration, organizational behavior, or a related field of study is required.
- Master's degree preferred.

Experience Required:

- Minimum of four years of responsible fiscal and human resources administrative work.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.
- Ability to travel to various locations within and outside the county using personal vehicle.

FLSA Status: Exempt

July 2026

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.