

HEALTH OPERATIONS ADMINISTRATOR

DEFINITION

Plans, organizes, coordinates, and oversees the operations and staffing needs of the District's community engagement and vaccination programs.

TYPICAL DUTIES

Manages the day-to-day operations and staffing needs of the District's community engagement and vaccination programs.

Develops, establishes, and implements policies and procedures in human resources-related activities and administration within the programs.

Participates in strategic planning and assists in the development and implementation of business processes, standards, procedures, and policies for the programs.

Confers with and advises administrators, user representatives, and technical personnel regarding changes and improvement to the various tracking systems for the programs.

Monitors and manages the program's workflow and workload.

Manages operational and District and contract staffing issues, questions, and the escalation of problems.

Manages the staff responsible for the preparation of reports and correspondence and staff training.

Liaises and coordinates with the Los Angeles County Department of Public Health regarding issues and questions pertaining to the programs.

Represents the programs at meetings with various organizations, committees, and project groups.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Health Operations Administrator provides and coordinates various services, creates and implements processes, and standardizes procedures for the District's community engagement and vaccination programs.

SUPERVISION

General direction is received from an administrator and supervises lower-level professional and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of personnel administration, merit system provisions, organizational development, budget preparation, and supervision

Applicable provisions of applicable federal, and State laws, regulations, rules and codes pertinent to community engagement

Organization and policies of the Los Angeles Unified School District

District collective bargaining law and project labor agreements and Personnel Commission rules

Principles of supervision

Research and analysis technique

Ability to:

- Supervise, train, evaluate and motivate employees
- Prepare clear and precise reports
- Communicate effectively orally and in writing to all levels of management and non-management
- Make critical decisions under pressure and assume leadership role in crisis situations
- Work independently, exercise initiative, and good judgment
- Evaluate procedures and problems and develop and install improvements
- Make, support, and explain recommendations and decisions
- Direct and evaluate staff training
- Make decisions and recommendations in conformance with complex legal and procedural requirements

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree.

Experience:

Four years of experience with responsibility for coordinating or administering human resources activities and/or business operations of a branch or division. Two years of the aforementioned experience must have been at the management level. Experience in employer-employee relations, employee grievance resolution, processing of employee assignments, employee discipline, organizational development, or other related human resources areas is preferable.

Special:

A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
02-04-21
KG/RGK/PJO