

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE DIRECTOR OF HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, plan, organize, control and direct County Office-wide Human Resources services and activities for certificated and classified personnel, credentialing services, employee benefits, employee-employer relations, employment services, organization development, record-keeping and evaluation functions. Under the direction of the Personnel Commission, plan, organize, control and direct classification, compensation, layoff and reemployment activities for the classified service; serve as a member of the Superintendent's Cabinet; serve as Personnel Director to the Personnel Commission; and perform all other assigned duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, organize, control and direct the operations and activities of the Human Resources Branch for certificated and classified personnel, employee benefits, credentialing services, employment services, organization development, record-keeping and evaluation functions.
- Plan, organize, control and direct classification, compensation, layoff and reemployment activities for the classified service, including recruitment, employment testing, selection and placement of classified personnel.
- Provide technical expertise, information and assistance to the Superintendent regarding human resources activities, laws, codes, regulations and pending legislation; modify programs, functions and procedures to assure compliance with local, State and federal requirements.
- Serve as Personnel Director to the Personnel Commission; plan, organize, control and direct the Merit System program; serve as ex-officio secretary to the Personnel Commission; organize employee disciplinary hearings and procedural appeals for the Personnel Commission.
- Formulate, develop and revise of personnel policies, administrative procedures, Personnel Commission rules and regulations as appropriate; administer and interpret these policies and procedures.
- Establish and maintain timelines and priorities; assure proper and timely resolution of classified and certificated personnel issues, complaints and conflicts.
- Supervise and evaluate the performance of assigned department heads, managers, supervisors and staff.
- Oversee recruitment, interview, testing, selection and placement of certificated and classified employees; recommend transfers, reassignment, termination and disciplinary actions; monitor, evaluate and determine staffing needs for departments; direct the development and administration of examinations, preparation of eligibility lists and certification of job candidates.
- Direct collective bargaining activities for certificated and classified bargaining units; serve as a negotiator with representatives of bargaining units; maintain confidentiality of sensitive and privileged information; coordinate the processing of grievances for certificated and classified

bargaining unit members; and serve as hearing officer for disciplinary matters.

- Monitor and evaluate the County Office human resources functions and activities for effectiveness and operational efficiency; gather data, research personnel information and conduct special projects with other departments.
- Collaborate with other County Office branch leaders, managers, staff, district human resources administrators, union leadership, subject matter experts and others as required.
- Direct the administration of classification and compensation plan for certificated employees and the classified service; oversee reclassification, compensation and assignment studies and make recommendations to the Superintendent, Cabinet and/or the Personnel Commission.
- Develop and prepare the annual preliminary budget for the Human Resources Branch and the Personnel Commission; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Direct the preparation and maintenance of narrative and statistical reports and files related to human resources activities; and prepare an annual report for the Personnel Commission.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of County Office-wide Human Resources operations and activities for certificated and classified personnel including employee relations, staff development, benefits, credentialing, recordkeeping, recruitment, selection, classification, compensation and evaluation functions.

Methods, procedures and terminology used in human resources management, benefits administration and credentialing.

Principles, techniques, procedures and terminology involved in the recruitment, testing, selection, employment processing, orientation and compensation of classified and certificated employees.

Operations, policies and objectives related to human resources activities.

State credential requirements and procedures.

Principles and practices related to certificated and classified personnel.

State and federal laws, codes, statues and regulations concerning human resources administration.

Principles and techniques of labor relations and collective bargaining.

Employee and organizational development, leadership, team building, motivation and conflict resolution techniques.

Organization, operations, policies and procedures related to a County Office of Education.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct County Office-wide Human Resources operations and activities for classified and certificated personnel including employee relations, staff development, benefits, credentialing, record-keeping, recruitment, selection, classification, compensation and evaluation functions.

Organize, control and direct human resources programs in accordance with the Education Code, Government Code, Personnel Commission rules and regulations, personnel policies and administrative regulations.

Supervise and evaluate the performance of assigned staff.

Coordinate and conduct collective bargaining activities for classified and certificated bargaining units.

Make effective decisions and resolve problems affecting complex and sensitive areas and situations, and effectively explain and defend decisions.

Exercise sound judgment and recognize political and priority implications related to human resources programs and strategies;

Demonstrate leadership, interpersonal consensus building and communication skills.

Direct the recruiting, interviewing, testing, selecting and placement of certificated and classified personnel.

Oversee classification, compensation, organization development, work-force reduction and reemployment activities.

Serve as the hearing officer for termination and disciplinary matters; organize and prepare for employee disciplinary and procedural hearings before the Personnel Commission.

Communicate effectively both orally and in writing.

Interpret, apply and explain applicable laws, codes, statutes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with County Office leadership, districts, staff, parents, community agencies, individuals and groups.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan and organize work.

Prepare and maintain comprehensive narrative and statistical records and reports.

EDUCATION AND EXPERIENCE: Any combination equivalent to: master's degree in human resources, organizational development, public administration or related field and at least five years of increasingly responsible experience in human resources administration for a public school agency including at least three (3) years supervisory experience.

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license.

REPORTS TO: County Superintendent of Schools and the Personnel Commission.

SUPERVISION OF OTHERS: Directly supervises assigned department heads, managers, supervisors and other support staff.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Approved by the Chief Human Resources Officer: _____

Date: _____

Approved by the Personnel Commission: _____

Date: _____