

SANTA CRUZ COUNTY OFFICE OF EDUCATION
EXECUTIVE DIRECTOR, HUMAN RESOURCES

DEFINITION

The job of Executive Director, Human Resources is done for the purpose/s of providing support to the educational process with specific responsibilities for directing human resource programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and providing complex administrative support to the Personnel Commission.

This job reports to the County Superintendent of Schools.

SUPERVISION EXERCISED

No supervision exercised.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Administers a wide variety of personnel policies and employment agreements (e.g. orientation, labor and employment contracts, compensation schedule, etc.) for the purpose of conforming to county policies, relevant laws, contracts and agreements.

Advises district personnel and administration for the purpose of ensuring implementation of all personnel management processes in compliance with laws, regulations, and labor agreements.

Collaborates with internal and external personnel (e.g. other county office departments, auditors, public agencies, etc.) for the purpose of implementing and/or maintaining services and programs.

Coordinates county-wide recruitment process (e.g. advertising vacancies, screening applicants, conducting interviews, making recommendations for hire, new employee orientation, etc.) for the purpose of maintaining a highly qualified staff.

Develops staffing and compensation models (e.g. conduct periodic job analysis review and salary surveys, review proposed new classifications, etc.) for the purpose of meeting county staffing needs while complying with regulatory requirements.

Directs Human Resources department operation, both ongoing and new services, programs, and processes (e.g. recruitment, selection, evaluation, classification, assignment, and personnel records, etc.) for the purpose of providing services within established timeframes and in compliance with merit system and bargaining unit agreements.

Facilitates meetings, workshops, and seminars (e.g. in-service trainings with personnel directors, Personnel Commission, and cabinet meetings, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a county representative.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Investigates grievances and/or complaints from employees (e.g. sexual harassment, pay and/or assignment disputes, etc.) for the purpose of ensuring compliance with the Uniform Complaint policy and reaching resolutions that provide a healthy work environment.

Maintains manual and electronic documents, files and records (e.g. personnel records; Personnel Commission meeting notices, agendas, and minutes; employee requests for leave, grievances, and retirement; recruitment and selection materials, etc.) for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines.

Monitors a variety of processes (e.g. certificated posting process, interview schedule, substitute placement, new employee orientation, departmental procedures, unemployment claims, workers' compensation, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and complying with legal and/or administrative requirements.

Monitors assigned budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are met.

Participates in employer-employee negotiations for the purpose of to safeguard legally mandated provisions of the Merit System and bargaining unit agreements.

Participates in meetings, workshops, job fairs and seminars (e.g. professional groups, boards and commissions, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.

Performs personnel administrative functions (e.g. select, train, assign responsibilities, motivate, evaluate, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.

Presents information on a wide variety of topics (e.g. personnel laws/best practices, hiring status, legal/regulatory requirements, recruitment activities, etc.) for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.

Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the county's goals and objectives.

Recruits candidates for classified and certificated job openings for the purpose of filling vacant positions within the county.

Responds to written and verbal inquiries from a variety of internal and external sources (e.g. staffing, conflicts in policies and regulations, community concerns, parental requests, etc.) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Knowledge of:

Perform algebra and/or geometry.

Review and interpret highly technical information, write technical materials, and/or speak.

Persuasively to implement desired actions.

Analyze situations to define issues and draw conclusions.

Personnel processes.

Pertinent codes, policies, regulations and/or laws.

Skill and Ability to:

Perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.

Operating standard office equipment including utilizing pertinent software applications.

Planning and managing projects.

Preparing budgets and reviewing financial information.

Developing effective working relationships.

Administering personnel policies and procedures.

Schedule a number of activities, meetings, and/or events.

Routinely gather, collate, and/or classify data.

Use job-related equipment.

Flexibility is required to independently work with others in a wide variety of circumstances.

Work with data utilizing defined but different processes.

Operate equipment using standardized methods.

Ability is also required to work with a significant diversity of individuals and/or groups.

Work with data of varied types and/or purposes.

Skill and Ability to (continued):

Independent problem solving is required to analyze issues and create action plans.

Problem solving with data frequently requires independent interpretation of guidelines.

Problem solving with equipment is limited to moderate.

Communicating with diverse groups.

Meeting deadlines and schedules.

Working with detailed information.

Working as part of a team.

Working with multiple projects.

Dealing with frequent interruptions and changing priorities.

Maintaining confidentiality.

Facilitating communication between persons with frequently divergent positions.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, financial management or a related field. Four years of increasing responsibilities in accounting and business administration, including at least two years of supervisory experience. Four years of experience in a school district or county office of education or related field is required. Relevant closely job-related experience, education, certificates and/or licenses may be substituted.

Experience:

Job related experience within a specialized field with increasing levels of responsibility is required.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

Working independently under broad organizational guidelines to achieve unit objectives; managing major organizational components; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Approval Date: June 15, 2021