

SANTA CRUZ COUNTY OFFICE OF EDUCATION

DIRECTOR, HUMAN RESOURCES

DEFINITION

Under administrative direction, to direct, manage, supervise and coordinate the programs and activities of the Human Resources Department; to coordinate assigned activities with other County Office of Education divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Personnel Commission

SUPERVISION EXERCISED

Exercise direct supervision over technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for all services and activities of the Human Resources Department including recruitment, selection, evaluation, classification, assignment, and personnel records functions upholding all terms of the merit system and bargaining unit agreements.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within County Office of Education policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify and recommend opportunities for improvement.

Select, train, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the Human Resources Department; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Manage and participate in the development and administration of the Personnel Commission's annual budget.

Serve as a liaison for the Human Resources Department with other County Office of Education departments and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Personnel Commission and the Superintendent; prepare and present staff reports and other necessary correspondence to the Personnel Commission and the County Superintendent.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Human Resources programs, policies, and procedures as appropriate.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Direct and conduct the County Office of Education's program of recruitment, selection, and assignment of staff; ensure equal employment opportunity and adherence to the Merit System as defined in the California Education Code; develop selection plans for each job classification assuring that the requirements of the position are maintained; prepare and supervise the preparation of recruitment and selection materials for personnel including advertisements, job announcements, application forms, and tests; supervise and/or participate in the screening of classified applications and conducting of necessary tests to establish eligibility lists.

Supervise and participate in the preparation of Personnel Commission meeting notices, agendas, and minutes.

Supervise the maintenance of personnel records for employees, including use of electronic data processing.

Review proposed new classifications and prepare job descriptions and related classification materials for action by the Commission and the County Superintendent.

Review employee requests for transfer, promotion, leave of absence, sick leave, grievances, and terminations or retirement from service.

Conduct periodic job analysis reviews for the purpose of determining appropriate functions and proper job classifications for county office of education staff.

Conduct periodic salary surveys and evaluate internal relationships to provide recommendation for individual pay assignments; provide input to salary negotiations.

Participate, as necessary, in employer-employee negotiations to safeguard legally mandated provisions of the Merit System and bargaining unit agreements.

Advise superintendent and managers on personnel related issues; counsel employees on rights and procedures under merit system and collective bargaining agreements; provide employees with information and assistance in matters related to health and welfare insurance and other fringe benefits.

Act as a liaison between both the Personnel Commission and the County Superintendent, and employees, administration, and other outside agencies; conduct and coordinate in-service training sessions for all employees.

Provide leadership for the County Office and local districts in the interpretation of personnel policies and administrative regulations regarding personnel procedures; keep the Personnel Commission and the County Superintendent apprised of modern personnel laws, techniques, and practices.

Conduct in-service training sessions for managers and classified employees to communicate the merit system rules and regulations and to ensure adherence to the correct procedures, including the merit system; develop and write handbooks, brochures, and public relations materials.

Respond to and resolve difficult and sensitive inquiries and complaints.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive human resources program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of human resources program development and administration.

Modern principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations including civil service and merit system law.

Principles and practices of personnel administration, including methods and techniques used in labor relations, recruitment and selection, classification, salary and benefits administration, and affirmative action.

Recent developments, current literature, and sources of information regarding personnel management.

Safe driving principles and practices.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Ensure County Office compliance with laws and regulations.

Effectively direct the provisions of human resources programs in support of the County Office's departments, schools, and programs.

Skill and Ability to (Continued):

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is 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 personnel management, business administration, or a related field. A Master's degree is desirable.

Experience:

Five years of responsible personnel management experience including two years of administrative or supervisory experience. Some experience in education, a civil service or merit system agency is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

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 essential functions. Essential duties require the follow physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: January, 1994.

Revised: July, 2010.