

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: ASSISTANT DIRECTOR – HUMAN RESOURCES

#### BASIC FUNCTION:

Under the direction of the Director-Human Resources assists in the selection and layoff of certificated staff; oversees the processing and approval of credentials for certificated employees of the schools throughout the county; oversees the registration of credentials and State mandated assignment monitoring for districts and SCCOE staff; monitors and supervises the employment and evaluation of substitute employees; coordinates and provides support to employees and their supervisors; evaluates the performance of assigned personnel; and performs related duties as assigned.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Provides assistance in conducting formal and informal investigations from the employees and the community, involving employee conduct and conflicts amongst employees, including, but not limited to sexual harassment, workplace violence, discrimination and other related cases.

Assists in resolving certificated, classified, and management employee grievances; ensures compliance with all applicable regulations, laws, and codes.

Provides assistance in the selection, placement, and layoff of certificated employees in accordance with appropriate laws, codes, policies and existing employee contracts; participates in the conducting of interviews to determine eligibility of candidates; assists in the analysis and accepting or rejecting of job applicants.

Directs and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates subordinate work assignments and schedules, and reviews work to ensure compliance with established standards, requirements and procedures; ensures employee understanding of established requirements; directs the development and implementation of staff development activities.

Provides guidance to supervisors in the area of employee evaluation process for certificated and classified personnel; reviews evaluations to ensure compliance with established standards and requirements.

Oversees the registration of credentials and State mandated credential monitoring process.

Oversees the daily operations of the Substitute Services unit; monitors and supervises the employment and evaluation of substitutes; resolve issues related to employee conduct or conflict.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information.

Attends and conducts a variety of meetings as assigned; represents the department at a variety of meetings, conferences, hearings, presentations, and workshops; serves as the liaison for the Director for the array of services and functions assigned to the department.

Maintains current knowledge of laws, codes, regulations and pending legislature related to certificated and classified personnel activities.

Approves payments for TB tests, pre-placement tests and DMV physicals.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of Human Resources operations and activities for certificated personnel, including employee relations, staff development, credentialing, recordkeeping, recruitment, selection, compensation and evaluation functions;

Principles, techniques, procedures and terminology involved in the recruitment, selection, processing, orientation and compensation of certificated employees;

Operations, policies and objectives relating to human resources activities;

State credential requirements and procedures;

Practices and procedures related to certificated personnel;

Principles and techniques of labor relations and collective bargaining;

Certificated and classified bargaining unit contracts and salary schedules;

Principles and practices of administration, supervision and training;

Policies and objectives of assigned programs and activities;

Budget preparation and control;

Oral and written communication skills;

Applicable laws, codes, regulations, policies and procedures;

Interpersonal skills using tact, patience and courtesy;

Operation of a computer and assigned software

**ABILITY TO:**

Plan, organize, control and direct the operations and activities for Credentialing and Substitute Services;

Coordinate and direct communications, information, personnel and resources to meet County Office Human Resources needs and ensure smooth and efficient activities;

Supervise and evaluate the performance of assigned personnel;

Monitor, evaluate, determine and coordinate response to staffing needs for various departments;

Provide consultation and technical expertise concerning classified and certificated human resources operations, standards, requirements, practices and procedures;

Participate in the recruitment, analysis and accepting or rejecting of job applicants;

Communicate effectively both orally and in writing;

Interpret, apply and explain rules, regulations, policies and procedures;  
 Establish and maintain cooperative and effective working relationships with others;  
 Operate a computer and assigned office equipment;  
 Analyze situations accurately and adopt an effective course of action;  
 Meet schedules and timelines;  
 Work independently with little direction;  
 Plan and organize work;  
 Prepare comprehensive narrative and statistical reports;  
 Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master’s degree and three (3) years of successful administrative and supervisory management experience at the school site level; school personnel administration experience in the areas of labor relations, employee relations, negotiations and collective bargaining.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
 Valid California Teaching Credential or California Pupil Services Credential  
 Valid California driver’s license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment;  
 Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations;  
 Dexterity of hands and fingers to operate a computer keyboard;  
 Seeing to read a variety of materials

Approved: Anisha Munshi 10/8/18.  
 Anisha Munshi, Ed.D. Date  
 Director - Human Resources

Authorized by the County Superintendent of Schools Margaret Dewon 10/8/18