

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT SUPERINTENDENT – PERSONNEL SERVICES

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, serves as the lead for all human resources functions and services of the Santa Clara County Office of Education (Office) and other executive services as assigned by the County Superintendent of Schools. Responsibilities include: recruitment, certificated and classified employee records, serves as chief negotiator, orientation, onboarding and exiting procedures; training of staff; and compliance with all policies, state and federal laws, and regulations. May be assigned leadership responsibilities for additional programs or departments at the discretion of the County Superintendent.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provides leadership, management, and supervision in the implementation of the programs delivered by the credentialing office and other programs as assigned.

Identifies, researches, and submits recommendations on new, revised human resources related regulations, policies, procedures, and rules.

Oversees the development and regular updates of procedure manuals, desk manuals or other training tools for the positions and departments in human resources.

Serves as resource to local districts and county offices on credentialing issues.

Works as a resources to local districts and county offices on human resources issues, negotiation techniques, and other related items.

Supervises all aspects of the credentialing office and the annual review of assignment/misassignment and responds to procedural and requirement inquiries including compliance with state laws on certificated assignments; advises the County Superintendent of Schools of misassignment issues not resolved in a timely manner; arranges training and support as needed.

Oversees recruitment and retention efforts for the SCCOE and assists local school districts with recruitment efforts; develops recruitment and retention plans and strategies and updates regularly as a result of regional conditions.

Develops and administers annual program budgets; identifies and secures new funding sources for assigned activities.

Works cooperatively and collaboratively, leading other administrative program leaders in integrating and coordinating individual efforts into a unified program for the Office.

Leads negotiations with various bargaining units as assigned, and assists with the development of management proposals; responsible for the implementation of contract changes; provides training and

oversight for contract implementation; communicates with leaders to ensure regular updates and training of the content of bargaining agreements are known by leaders.

Coordinates and assists managers with evaluations, including ensuring evaluations are completed accurately and in a timely manner; leads trainings efforts to ensure managers are competent evaluators.

Aligns evaluation systems, reports, and tools to the vision, mission, values and principles of the Office and best practices.

Responsible for all staff program assignments, transfers, promotions, non-renewals, layoffs, investigations, discipline, accommodations, and other related functions.

Coordinates with the Personnel Commission as appropriate and assists in support and alignment of Personnel Commission role to the Office.

Supervises the functions of the Substitute Services Unit.

Collects data, completes and writes reports, surveys and evaluation documents.

Supervises and evaluates assigned staff and the work products of any assigned consultants.

Communicates regularly and consistently with the County Superintendent of Schools.

Assists in the establishment of and sustains a professional, ethical work place culture aligned to the values and principles of the Office.

Provides significant leadership in fostering professional growth and building of staff morale throughout the Office.

Oversees the maintenance of personnel records.

Oversees the administration of compensation and benefits programs.

Ensures the regular updates of manuals, handbooks, and other communications.

Serves as the Title IX Compliance Officer.

Works with the County Superintendent of Schools to implement the strategic plan and to articulate and implement the County Superintendent's vision for the Office.

Leads assigned projects related to workplace culture.

Performs related duties as assigned by the County Superintendent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods and techniques applicable to human resources/payroll management and other related functions;

Federal and state regulations as they pertain to labor, equal employment, affirmative action programs

and fair labor practices;

Rules, regulations, and policies common to a County Superintendent of School's office and its human resources programs;

Current, best practices and procedures for office management, records retention and document processing;

Basic functioning of online tools for human resources, etc.;

Basic principles of negotiations and contract management;

Negotiations and strategies and relationships in public education;

Elements of effective leadership and organizational culture;

Principles of leadership, training, and performance evaluation;

Current reforms and initiatives and their impact on California schools, school employees, and students, including district and county office funding, state education standards, district and county office governance;

California education systems and programs.

ABILITY TO:

Develop and maintain trusting and cooperative relationships with individuals and groups; keep confidences and maintain confidentiality and privacy rights of all employees;

Communicate effectively orally and in writing;

Effectively coordinate a variety of functions and activities in a multi-operational department;

Analyze, interpret and apply rules, regulations, and policy pertaining to certificated and classified employment and employees;

Establish, maintain and supervise personnel records maintenance and transaction processing procedures;

Gather and analyze data and prepare clear and accurate reports;

Work effectively with school district leaders;

Collaboratively problem solve issues with the County Superintendent and cabinet leaders and develop proactive and preventative strategies;

Professionally represent the County Superintendent as requested in a variety of settings effectively communicating the vision and values of the organization and maintaining a positive image of the Office.

OTHER CHARACTERISTICS:

Demonstrated success as a strong and visionary leader.

Demonstrated commitment to diversity in employment practices.

Demonstrated knowledge of the financial relationship between staffing decisions and the budget.

EDUCATION AND EXPERIENCE:

Master's degree and five (5) years of successful administrative and supervisory management experience at a school site, school district office and/or county office of education. Doctoral degree in educational leadership preferred.

CREDENTIALS 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;
Seeing to read a variety of documents;
Dexterity of hands and fingers to operate a computer keyboard.

Approved: Anisha Munshi 1/11/19.
Anisha Munshi, Ed.D. Date
Director-Human Resources

Authorized: Mary Ann Dewan 1/11/19
Mary Ann Dewan, Ph.D. Date
County Superintendent of Schools