

**SANTA CLARA COUNTY OFFICE OF EDUCATION  
(SENIOR CLASSIFIED MANAGEMENT)**

**CLASS TITLE: CHIEF HUMAN RESOURCES OFFICER**

**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. Serve as a member of the County Superintendent's Cabinet; coordinate and direct communications, information, personnel and resources to meet County Office human resources needs and assure smooth and efficient Human Resources Branch activities; and perform all other assigned duties.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Plan, organize, control and direct the operations and activities in the Human Resources Branch for certificated and classified personnel, employee relations, employee benefits, credentialing services, employment services, unemployment insurance, organization development, substitute staffing, workplace compliance, record-keeping and evaluation functions.
- Formulate, develop and revise personnel policies, and administrative procedures as appropriate; administer and interpret these policies and procedures.
- Oversee recruitment, interview, testing, selection and placement of management and certificated employees; recommend transfers, reassignment, termination and disciplinary actions; monitor, evaluate and determine staffing needs for departments.
- 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.
- 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; 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 Human Resources; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Assure County Office personnel activities comply with established requirements, laws, codes, regulations, policies and procedures.
- Coordinate and direct communications, information, personnel and resources to meet

County Office human resources needs and assure smooth and efficient Branch activities; establish and maintain Branch time lines and priorities; assure proper and timely resolution of classified and certificated personnel issues, complaints and conflicts; develop and implement personnel policies and procedures.

- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and schedules, and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements; direct the development and implementation of staff development activities.
- Plan, organize, control and direct the interviewing, selection and placement of personnel; oversee and participate in the conducting of interviews to determine eligibility of candidates; direct and participate in the analysis and accepting or rejecting of job applicants; coordinate and direct the distribution, collection and processing of employment applications; assure certificated personnel hold valid and proper credentials; direct and assure proper processing and orientation of new employees.
- Provide consultation and technical expertise to County Office administrators, staff and others concerning personnel standards, requirements, practices and procedures; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning employee relations, collective bargaining agreements, merit rules and related laws, codes, regulations and policies.
- Investigate related employee and public complaints and claims; serve as Compliance Officer for uniform complaints.
- Plan, organize, control and direct operations and activities related to County Office employee benefits programs including enrollment, data collection, record-keeping, accounting, and related activities.
- Serve as a member of the County Superintendent's Cabinet; provide technical information and assistance to the Superintendent regarding Human Resources issues, needs, services and activities; participate in the formulation and development of office-wide policies, procedures and programs.
- Maintain current knowledge of laws, codes, regulations and pending legislature related to personnel activities; modify programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.
- Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Coordinate, attend and conduct a variety of meetings and committees; present materials

and information concerning Branch programs, services, operations and activities; represent the Branch and County Office at local, regional and State meetings, conferences, in-services, boards, councils and events.

- 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.

Principles of merit system administration.

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.

Bargaining unit contracts and salary schedules.

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 and participate in the recruitment, analysis and accepting or rejecting of job applicants.

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

Serve as the hearing officer for termination and disciplinary matters.

Work independently with little direction.

Communicate effectively both orally and in writing.

Interpret, apply and explain applicable laws, codes, statues, 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 eight (8) years of increasingly responsible experience in human resources for a public school agency and three (3) years in an administrative capacity.

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

**REPORTS TO:** County Superintendent of Schools.

**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.

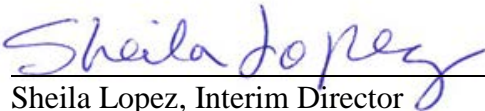
Dexterity of hands and fingers to operate a computer keyboard.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.

Approved by the Personnel Commission: April 10, 2013

Revised March 12, 2014

  
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Sheila Lopez, Interim Director  
Classified Personnel Services

April 10, 2013  
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Date