

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR – HUMAN RESOURCES PROGRAMS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Personnel Services or an assigned supervisor, plans, organizes, controls, directs the special projects related to COVID-19 sustained emergency response for schools in Santa Clara County; supports the recruitment, selection and layoff of certificated staff and the assignment of certificated employees; oversees employee health care and disability benefits plans; oversees certificated and classified employee relations, performance management, leaves, and unemployment insurance programs; 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; coordinates and provides support to employees and their supervisors; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, and directs COVID-19 related special projects of the Superintendent's Office, the Human Resources Division and the SCCOE; coordinates project activities, including developing and implementing work plans and coordinating with multiple programs, program directors and stakeholders throughout the organization.

Maintains the HR portal for Covid 19 testing, symptom screening and other relevant programs; monitors data and prepares reports for both programs.

Supports in planning and providing training for Covid-19 designees for SCCOE, schools and districts; collaborates with the Emergency Operation Center (EOC) for schools in Santa Clara County; assists with COVID-19 related special projects; assists with other duties as necessary to ensure successful emergency response for schools in Santa Clara County and Department Operations Center.

Maintains high levels of awareness of all aspects of the County of Santa Clara and state level guidance, orders and other communications and advises the Superintendent and others of changes.

Reviews and edits COVID-19 related communications going to staff and students to ensure timeliness and accuracy; designs professional learning related to HR response to COVID-19 for staff and other groups.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs.

Generates reports and overall summaries of the SCCOE COVID-19 response including data from calls, responses, and activities.

Supports the SCCOE and the County of Santa Clara with school related activities such as testing, contact tracing, document creation, etc.

Provides technical expertise, information and assistance to the Assistant Superintendent-Personnel Services regarding certificated and classified personnel; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Partners with staff at all levels to improve organization and individual performance; delivers programs and solutions to meet evolving organization needs.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Researches, develops, manages and monitors the policies and procedures for contract personnel with access to students, interns, student teachers, and volunteers for student programs; oversees the preparation and revision of contracts that involve interns and volunteers; ensures contractual agreements are appropriate, obligations are adhered to and compliances are met.

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

Plans, organizes and conducts negotiations with representatives of the certificated and classified employee bargaining units; solicits management's input regarding recommended changes to certificated and classified bargaining unit agreements; prepares and presents related reports and briefings on the status of negotiations; recommends courses of action and policy direction; interprets and administers provisions of certificated and classified employee contracts, agreements and understandings; processes and resolves certificated and classified employee grievances and counsels management and labor on alternatives for grievance settlement.

Plans, organizes, controls and directs the SCCOE's 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.

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.

Plans, organizes, controls and directs the employee evaluation process for certificated and classified personnel; reviews evaluations to ensure compliance with established standards and requirements.

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

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 Office 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; modifies programs, functions and procedures to ensure compliance with local, state and federal requirements as appropriate.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Planning, organization and direction of the special projects of the SCCOE;
- SCCOE programs and operations;
- 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;
- Planning, organization and direction of employee benefits and disability plans;
- 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;
- Federal and State educational policy issues;
- Applicable laws, codes, regulations, policies and procedures;
- 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, and direct special projects of the Assistant Superintendent – Personnel Service;
- Direct and evaluate the performance of assigned staff;
- 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;
- Direct and participate in the recruitment, analysis and accepting or rejecting of job applicants;
- Coordinate and conduct collective bargaining activities for certificated and classified bargaining units;

- 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 in education or related field and five (5) years of experience in a certificated position including three (3) years in an administrative capacity. Doctoral degree in educational leadership preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Elementary or Secondary Teaching
Credential Valid California driver’s license

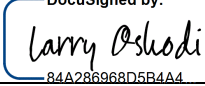
WORKING CONDITIONS:

ENVIRONMENT:

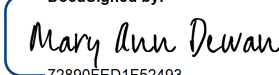
Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Seeing to read a variety of materials;
Walking, bending, reaching, standing, and stooping;
May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 pounds;
Dexterity of hands and fingers to operate a computer keyboard.

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Approved: Larry Oshodi Date
 Assistant Superintendent-Personnel Services

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Authorized: Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools