

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR - HUMAN RESOURCES / CLASSIFIED

BASIC FUNCTION:

Under the direction of the Assistant Superintendent - Human Resources, plans, organizes, controls and directs formal and informal negotiations governing the terms and conditions of classified employee bargaining unit agreements and employee health care and disability benefits plans; oversees classified employee relations, performance management, leaves, unemployment insurance, and health, and benefits programs; assures compliance with legislation and related laws, rules and regulations applicable to human resources operations and benefits; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

- Plans, organizes, controls and directs formal and informal negotiations governing the terms and conditions of classified employee bargaining unit agreements and employee health care and disability benefits plans and tax deferred plans.
- Plans, organizes and conducts negotiations with representatives from the classified employee bargaining units; solicits management's input regarding recommended changes to 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 classified employee work assignments, agreements and understandings; processes and resolves classified employee grievances and counsels management and labor on alternatives for grievance settlement.
- Plans, organizes, controls and directs the activities of employee, retiree and COBRA benefit programs; communicates with brokers, consultants and medical plan providers to discuss plan participation, cost and trends; recommends program changes for employee, retiree and COBRA participants; approves payments to medical plan vendors according to established procedures.
- Oversees and controls the activities and operations in the administration of unemployment insurance; assures compliance with state law and requirements relevant to unemployment insurance.
- Oversees and directs a comprehensive and cost-effective employee benefits program designed to reduce employee health risks and improve health status, knowledge, and education.

- Plans, organizes, controls and directs the SCCOE's formal and informal investigation from 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.
- Analyzes and interprets applicable laws, codes, rules, policies, and procedures; interprets, applies and makes recommendations regarding administer provisions of the classified employee labor contracts including grievance processing, contract administration, discipline and dismissals; resolves classified employee grievances.
- Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates subordinate work assignments and schedules, and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements; directs the development and implementation of staff development activities.
- Represents Human Resources to the Safety Committee.
- Assures compliance with the ADAAA; interprets and administers provisions of employee contracts; assists managers with personnel disciplinary actions; and assists in the administration of grievances.
- Approves payment for TB tests, pre-placement tests and DMV physicals.
- Provides technical expertise, information and assistance to the Assistant Superintendent - Human Resources regarding classified personnel, employee benefits plans and compliance; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.
- Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services.
- Plans, organizes, and oversees a variety of events in the Human Resources Division.
- Oversees reception operations and areas, including the central reception area.
- Plans, organizes, controls, and directs the classified employee evaluation process; reviews classified evaluations to assure compliance with established standards and requirements.
- Directs and oversees the preparation and maintenance of a variety of narrative and statistical reports, records, documents 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.
- Oversees and administers budgets for employee benefits costs; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

- Maintains current knowledge of laws, codes, regulations, and pending legislation related to classified personnel activities; modifies programs, functions and procedures to assure compliance with local, state and federal requirements as appropriate.
- Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.
- Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

- Planning, organization and direction of employee benefits, disability plans, services for classified personnel including employee relations, staff development, record-keeping and evaluation functions.
- Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to public human resources/personnel administration.
- Principles and practices of collective bargaining and labor relations.
- Principles and practices of administration, supervision and training.
- Classified bargaining unit contracts and salary schedules.
- Policies and objectives of assigned programs and activities.
- County Office organization, operation, policies and objectives.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, develop, organize, implement, control and direct the Human Resources services for classified personnel, employee relations, staff development, employee benefits
- Educate and support others in their knowledge and understanding of human resources services.
- Coordinate and direct communications, information, personnel and resources to meet County Office Human Resources needs and assure smooth and efficient Department activities.
- Train and evaluate the performance of personnel.
- Analyze and interpret legal information.
- Plan, organize and implement long-term and short-term projects and activities designed to develop and augment benefits and compliance related to human resources programs and services.

- Interpret and apply provision of the State Education code and various regulatory agencies.
- Provide consultation and technical expertise concerning classified Human Resources employee services, standards, requirements, practices and procedures.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Coordinate and conduct collective bargaining activities for classified bargaining units.
- 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.

LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams.
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
- Demonstrates emotional intelligence.
- Models inclusive, effective, and authentic communication.
- Applies understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:Any combination equivalent to:

- Master's degree in public administration, human resources management, labor relations, or a closely related field, and
- Five years increasingly responsible human resources management experience, including at least three years at the supervisory level. Extensive experience with employee relations and performance management is preferred.

LICENSES AND OTHER REQUIREMENTS:

- 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.

HAZARDS:

- Contact with dissatisfied or abusive individuals.
- Slipping, tripping, falling.
- Ergonomic injuries, repetitive motion injuries, eye strain.
- Indoor air pollution.

Disaster Service Worker

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: November 12, 2025



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/12/25