

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: ASSISTANT DIRECTOR – HUMAN RESOURCES

#### BASIC FUNCTION:

Under the direction of the assigned supervisor, 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 Santa Clara County Office of Education (SCCOE) staff; monitors and supervises the employment and evaluation of substitute employees; coordinates and provides support to employees and their supervisors. Coordinates with county and community agencies, non-profits and other partners to identify resources and programs that SCCOE employees can access; plans and coordinates employee assistance programs with a focus on employee well-being, health and safety; provides assistance and guidance to employees regarding services available through outside agencies; contributes to the goal of being a premier organization by assisting employees in addressing personal issues that affect job performance and referring them to appropriate resources or agencies that can assist in resolving the issues; evaluates the performance of assigned personnel; and performs other 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 assigned department(s) or unit(s); 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.

**Assistant Director-Human Resources continued**

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 supervisor 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.

Develops partnerships with agencies and non-profits to identify services and resources they provide, with the goal of enhancing opportunities for SCCOE employees to access resources.

Identifies resources and referral agencies in the county for employee needs.

Develops a directory of resources and contacts for assisting employees; provides referrals to service providers within the community that can assist in the areas of health and safety, financial and legal topics, relationship, and family matters.

Helps employees and their family members resolve personal problems; provides outreach and crisis intervention for employees by connecting them with community-based resources; applies Incident Stress Management (ISM) techniques to include triage and conducts debriefings.

Develops and conducts trainings for employees in areas of problem-solving techniques and overall well-being.

Represents the SCCOE at community events to gather information and resources that can be made available to employees of the SCCOE.

Consults with SCCOE managers and supervisors on identifying and assisting employees with personal problems and implementing preventive measures such as health and safety programs.

In response to emergencies, reaches out to affected employees to identify needs and potential resources.

Serves as a resource to program representatives and the SCCOE, serves on assigned task forces and committees.

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; conducts general assessments and surveys; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

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

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

## 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;

Applicable laws, codes, regulations, policies, and procedures;

Interpersonal skills using tact, patience, and courtesy;

Operation of a computer and assigned software

Crisis intervention techniques;

Community mental health resources;

Clinical counseling principals, programs, and methodology;

State and Health Insurance Portability and Accountability (HIPAA) regulations regarding confidentiality;

Existing resources in the County and community for housing, rehabilitation, food, and counseling services;

Oral and written communication skills;

Collecting and assembling data and navigating assigned software systems;

## ABILITY TO:

Plan, organize, control, and direct the operations and activities of various HR departments;

Coordinate and direct communications, information, personnel, and resources to meet SCCOE 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 using discretion and tact

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.

Apply mental health counseling methods and techniques;

Provide technical, specialized, consultative, advisory, and planning services;  
Serve as a resource to program representatives and the SCCOE.

**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 knowledge of the intersectionality of race, equity, and inclusion;  
Builds and sustains positive, trusting relationships;  
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a 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, and employee assistance/wellness preferable.

**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

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*Larry Oshodi*  
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2/3/2023 | 2:01 PM PST

Approved: Larry Oshodi  
Assistant Superintendent-Personnel Services

Date

Revised 2/3/23: Duties updated