

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DIRECTOR – HUMAN RESOURCES**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Personnel Services, plans, organizes, controls, directs and participates in formal and informal negotiations governing the terms and conditions of certificated and classified employee bargaining unit agreements; directs 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; serves as the Office's Affirmative Action Officer; formulates and articulates policies, procedures and goals for the Human Resources Branch; monitors and supports Every Student Succeeds Act (ESSA); credentialing compliance; supervises and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plans, organizes, controls, directs and participates in formal and informal negotiations governing the terms and conditions of certificated employee bargaining unit agreements; directs the recruitment, selection and layoff of certificated staff and the assignment of certificated employees.

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 plans and tax deferred plans.

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.

Monitors, evaluates and determines certificated staffing needs; coordinates recruitment and related advertising activities for certificated job vacancies; directs the screening of employee applications to

ensure candidates meet minimum qualifications; directs the preparation, distribution and advertising placement of announcements for job openings.

Plans, organizes, controls and directs the interviewing, selection and placement of certificated personnel in accordance with appropriate laws, codes, policies and existing employee contracts; oversees and participates in the conducting of interviews to determine eligibility of candidates; directs and participates in the analysis and accepting or rejecting of job applicants; coordinates and directs the distribution, collection and processing of employment applications; directs and ensures proper processing and orientation of new employees.

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.

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.

Approves payment for TB tests, pre-placement tests and DMV physicals.

Represents Human Resources at the Safety Committee.

Plans, organizes and implements long and short-term programs and activities designed to develop programs and services including employee recognition and teacher recruitment fair; coordinates leaves, transfers, retirements and reductions in force.

Interprets, applies and makes recommendations regarding provisions of certificated bargaining unit contracts; develops and implements plans for recruiting qualified staff; and provides leadership in establishing and monitoring improvement plans for employees; forecasts trends and establishes direction for the Office.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; maintains immigration information and visa status for alien employees.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; serves as the Office's Affirmative Action Officer.

Oversees the budget for the certificated Human Resources services and employee benefits costs; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

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 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;

Principles and practices of administration, supervision and training;

Policies and objectives of assigned programs and activities;

County Office organization, operations, 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, organize, control and direct the Human Resources operations and activities for certificated and classified personnel, including employee relations, staff development, credentialing, recordkeeping, recruitment, selection, classification, compensation and evaluation functions;

Coordinate and direct communications, information, personnel and resources to meet County Office 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;

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 and five (5) 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, negotiations and collective bargaining; County Office HR management experience 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

**HAZARDS:**

Contact with dissatisfied or abusive individuals.

Approved: Anisha Munshi  
Anisha Munshi, Ed.D. Date  
Assistant Superintendent-Personnel Services

- Revised 7/3/12: Education and Experience
- Revised 4/11/16: Removed reference to No Child Left Behind
- Revised 6/23/17: Added references to ESSA; added Valid California Teaching Credential or California Pupil Services Credential as a requirement.
- Revised 4/16/18: Integrated duties for eliminated position, Director III-HR/Classified and Employee Benefits  
Title changed from Director III-HR/Certificated
- Revised 8/5/20: References to Chief Human Resources Officer replaced with Assistant Superintendent-Personnel Services