

## SANTA CLARA COUNTY OFFICE OF EDUCATION

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

Under assigned supervision, serves as a generalist and performs, coordinates, and supervises a variety of complex and professional human resources functions for assigned unit. Assists in the development, implementation, and maintenance of human resources objectives, goals, policies, rules, guidelines, and operating procedures in support of the goals and objectives of the County Office of Education; assists in the supervision, training, and evaluation of assigned personnel promoting a culture of customer service and responsiveness.

### **REPRESENTATIVE DUTIES:**

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

### **ESSENTIAL DUTIES:**

Plans, organizes and directs human resources operations and activities of assigned unit within the Human Resources Division; establishes and maintains related timelines and priorities; assures activities comply with established requirements, laws, codes, regulations, policies and procedures.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates work assignments and reviews work to assure compliance with established standards, requirements, and procedures.

Oversees the preparation of files and records; assures related files are properly completed; supervises file scanning and purge activities; conducts research related to employment status, records, and personnel actions.

Coordinates employment processing and reporting including new hire, substitute, and non-regular employee clearances, orientation, data entry and record keeping, processing employment activities, and producing reports.

Reviews and recommends revisions to office procedures and workflow to ensure an efficient, high-performance, collaborative, team-oriented, and service-oriented office operation that is supportive of County Office, Division, and departmental objectives and goals as needed.

Supervises and coordinates the set-up, maintenance, and automation of software systems and programs utilized in assigned unit; works with system vendors on operational problems and improvement of system capabilities and other enhancements; explains system procedures to employees as needed.

Supervises LiveScan fingerprint processes and services as needed; trains employees on LiveScan operations and procedures; participates in the procurement of LiveScan equipment; works with the Department of Justice as needed.

Assists in the formulation and development of policies, procedures and programs; assists in the preparation, administration and monitoring goals and objectives; assists in troubleshooting and resolving departmental problems as required.

Researches, prepares and maintains a variety of statistical, narrative, qualitative, and quantitative records and reports; collects, synthesizes, and analyzes data in qualitative and quantitative formats; makes recommendations for improvement based on analyses.

Prepares formal notices, communications, correspondences, and oral and written presentations regarding personnel related functions.

Oversees related budgets; monitors revenue and expenditures; assures credit card processing, cash reconciliation and deposits in accordance with established procedures.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Attends a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current principles, practices, methods and terminology used in public human resources administration. Current laws, guidelines, codes, regulations, and rules related to a County Office of Education’s human resources operations.

Best industry practices related to human resources operations.

Current laws, codes, regulations and rules related to credentialing.

Practices and procedures related to certificated and classified personnel.

Operations, policies and objectives relating to personnel activities.

Test development, validation and selection procedures.

Oral and written communication skills.

Principles and practices of supervision and training.

Principles of project management.

Interpersonal skills using tact, patience and courtesy.

Advanced-level research methods for qualitative and quantitative analysis and reports.

Intermediate- to advanced-level math and statistics.

Operation of a computer and assigned software.

**ABILITY TO:**

Perform a variety of complex and professional human resources functions in investigations and progressive discipline, and in the recruitment, examination, selection, training, classification and compensation, employee benefits, and processing of regular and substitute classified and certificated employees.

Learn information systems and software related to assigned unit.

Provide technical information and assistance to others concerning policies and personnel transactions

related to certificated and classified human resources matters.  
Interpret, apply and explain applicable laws, rules, regulations, policies and procedures.  
Modify systems, procedures, and programs within area of responsibility.  
Interpret California Education Code, state and federal laws and related regulations and court rulings.  
Train and evaluate the performance of assigned staff.  
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 records and reports related to assigned activities.  
Analyze situations accurately with good judgment to adopt and recommend effective action plans.  
Learn, research, synthesize, interpret, apply, explain and assure compliance with rules, regulations, policies and procedures as related to assigned work functions.  
Perform difficult and complex tasks, practices, and procedures requiring accuracy, independent judgment, resourcefulness and knowledge of office functions and policies.  
Quickly and accurately prepare, compute, conduct, gather, read, comprehend, analyze, interpret, and comprehensively report on complex and technical mathematical, statistical, narrative, and qualitative research and analysis.

**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 principle.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Bachelor’s degree in human resources, organizational development or related field and three years increasingly responsible experience in the human resources field.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Approved by Personnel Commission: June 14, 2023



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 6/14/23