

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III - HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent and the Executive Director of Human Resources, plans, organizes, controls, directs and participates in formal and informal negotiations governing the terms and conditions of employee bargaining unit agreements; directs the recruitment, selection and layoff of certificated staff and the assignment of certificated employees; 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 department; monitors and supports No Child Left Behind (NCLB) compliance; oversees the operation of classified support services; 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 employee bargaining unit agreements; directs the recruitment, selection and layoff of certificated staff and the assignment of certificated employees.

Plans, organizes and conducts negotiations with representatives of the certificated employee bargaining units; solicits management's input regarding recommended changes to certificated 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 employee contracts, agreements and understandings; processes and resolves certificated employee grievances and counsels management and labor on alternatives for grievance settlement.

Supervises 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 assure compliance with established standards, requirements and procedures; assures 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 assure 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 assures proper processing and orientation of new employees.

Provides technical expertise, information and assistance to the Deputy Superintendent and Executive Director of Human Resources regarding certificated 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 assure compliance with established standards and requirements.

Oversees the operation of classified support services, including grievance processing, contract administration, discipline and dismissals; resolves certificated and classified employee grievances; assures compliance with all applicable regulations, laws, codes, and merit system rules.

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.

Develops and prepares the annual preliminary budget for the Certificated Human Resources department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

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; 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; manages special and ongoing services, such as new employee orientation, and employee recognition; participates in planning, preparing, conducting and evaluating ongoing management training programs in contract administration and human resources issues.

Maintains current knowledge of laws, codes, regulations and pending legislature related to personnel activities; modifies programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate; monitor and support No Child Left Behind (NCLB) compliance.

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, record-keeping, 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.

Bargaining unit contracts and salary schedules.

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 personnel, including employee relations, staff development, credentialing, record-keeping, recruitment, selection, classification, compensation and evaluation functions.

Coordinate and direct communications, information, personnel and resources to meet County Office human resources needs and assure smooth and efficient Department 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 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree and five (5) years of teaching experience and two (2) years of school administrative experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative 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: Philip J. Gordillo 7/01/2011
Philip J. Gordillo Date
Executive Director of Human Resources