

JOB DESCRIPTION
San Diego County Office of Education

Director, Classified Human Resources

Purpose Statement

The job of Director, Classified Human Resources, is done for the purpose/s of directing the activities pertaining to all aspects of classified human resource matters including classification, compensation, testing, selection, personnel commission functions and overall operations performing complex and sensitive professional human resource analytic work; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and evaluating and supervising the performance of assigned human resources staff.

This job is distinguished from similar jobs by the following characteristics: required specialized subject matter knowledge; the knowledge is applied to the management of the organization's human resources and development and implementation of human resources programs and policies, under administrative direction, incumbents make decisions of critical consequence; the scope of responsibility for implementing decisions, justifying and defending decisions and negotiating or settling significant and/or controversial issues related to employment management, evaluation, discipline, organizational matters and personnel programs is broad; the high level of responsibility for technical staff direction and development; the level of visibility and support to superintendent/executive leadership and school district clients; involvement with collective bargaining research, administrative hearings, employee grievances and complaints.

Essential Functions

- Directs all aspects of day-to-day Human Resources operations and Classified Personnel, including employee transactions, HR systems, maintenance of personnel files, employee pre-boarding, and Personnel Action Forms.
- Direct and support classified human resources functions including classification, compensation, recruitment, testing, selection, and other personnel commission matters.
- Administers a wide variety of personnel policies and employment agreements (e.g. orientation, labor and employment contracts, compensation schedule, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Advises management on a variety of human resources operational services (e.g. staff layoff procedures, employee discipline issues, performance evaluation system, leave usage, return to work issues, accommodations, Merit System rules, contract violations, etc.) for the purpose of interpreting and explaining rules, regulations, policies, procedures, collective bargaining agreements and employee benefits.
- Analyzes, interprets, and applies State and Federal laws, regulations and established policies for the purpose of assuring compliance of all human resource related matters.
- Serves a lead role on the classified bargaining team; interprets negotiated agreements to county office staff, including grievance and complaint handling.
- Assists in the preparation of materials, documents (e.g. agendas) for collective bargaining, administrative hearings or proceedings, and Personnel Commission meetings for the purpose of providing consultative and advisory services.

- Collaborates with cross-department staff to continually research and implement business process improvements, data reporting capabilities, and solutions to operational situations as they arise for the purpose of assisting in the planning, coordination and implementation of short and long term goals and objectives for the San Diego County Office of Education.
- Serves as point of contact for human resources audits, subpoenas, public records requests, Payroll/Internal Business, EBS, and human resources facilities issues.
- Communicates with all levels of staff through a variety of methods (e.g. bulletins, reports, newsletters, etc.) for the purpose of providing information regarding legal developments, deadlines, policy revisions, and other Human Resources related matters.
- Conducts investigations on issues pertaining to employee discipline for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.
- Develops a wide variety of documents and presentation materials (e.g. procedures, training manuals, bulletins, newsletters, reports, recommendations, proposals, etc.) for the purpose of implementing and maintaining services and/or programs.
- Direct, train, and develop staff to efficiently and effectively manage the day-to-day operations of all Human Resource functions (e.g. classification and compensation policies, employee insurance benefit programs, records management, unemployment claims exposure, mandatory EEO and CALPADS reporting, etc.) for the purpose of ensuring all policies and principles are in alignment with legal and negotiated agreements and in accordance with the San Diego County Office of Education's vision, mission, and values.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes (e.g. recruitment, selection, classification, compensation and transactional services, employment processing, posting personnel information, testing processes, special projects, operational services, computer systems use, etc.) for the purpose of coordinating the delivery of services and programs to clients within established timeframes and in compliance with related requirements.
- Participates in meetings, collective bargaining teams, workshops, conferences and presentations for the purpose of representing management or the department and conveying and/or gathering information regarding a wide variety of subjects.
- Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, coaching, assigning complex and technical projects, etc.) for the purpose of maintaining adequate professional, technical and clerical staff, enhancing productivity of personnel, and ensuring department/program outcomes are achieved.
- Plans and conducts administrative studies for the purpose of responding to requests relative to present and future human resource needs of the County Office and client districts.
- Prepares and maintains a wide variety of complex written materials (e.g. seniority lists, reports, recommendations, proposals, analyses, procedures, mandatory reporting for Classified and Certificated staff, presentations, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Manages security and user roles for all SDCOE employees for PeopleSoft HCM
- Develops and recommends policies and procedures for the Assistant Superintendent's review and administers upon adoption by the Board of Education and/or Superintendent
- Makes recommendations to the Assistant Superintendent on matters related to employee transfer, promotion, salary placement, leaves of absence, suspension, and termination or retirement from service.

- Represents the Executive Director in his/her absence for the purpose of addressing matters that require immediate attention and conveying and/or gathering information required for his/her functions.
- Researches a wide variety of topics related to employment and labor law (e.g. technological advances, applicable legislation, reporting requirements, etc.) for the purpose of maintaining current knowledge of legal requirements, ensuring compliance with legislative requirements, securing general information for planning, and/or responding to requests.
- Assists with Certificated Human Resources functions as needed.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; developing effective working relationships; effectively interpreting and applying appropriate laws, codes, rules and regulations; formulating and executing decisions involving complex issues; recognizing the need for policy changes and developing policy recommendations; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Merit System provisions of the California Education Code and other applicable California and federal statutes, codes, laws, regulations and related case law pertaining to Human Resources administration and public employment labor relations; principles, practices, problems and techniques of organization, administration and public personnel administration; job analysis and evaluation methodologies; test strategies and statistical applications; personnel assessment techniques; report preparation and presentation methods.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating effectively, both orally and in writing; working effectively independently and as part of a team with minimum supervision; resolving disputes and diffusing tension; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; and maintaining confidentiality.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Five (5) years of responsible professional level experience in human resources management. Experience supervising professional level human resources staff is required.

Education Masters degree in job-related area.

Equivalency Any combination of experience and education that could likely provide the required knowledge and abilities equivalent to a bachelor's degree in business, public administration, industrial/organizational psychology, organizational development, human resources administration or a closely related field.

Five or more years of significant, directly related and progressively responsible experience in public personnel administration, including at least two years of experience in a merit or civil service agency, and at least five years in a management position requiring supervision of assigned staff.

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 50

Personnel Commission Approved: Oct. 17, 2018