YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR-HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, direct, manage, supervise, plan and coordinate the activities and operations of the Human Resources Department; coordinate assigned activities with other divisions, departments, school districts, outside agencies and the general public; provide highly responsible and complex staff assistance to the Deputy Superintendent; train, supervise and evaluate assigned professional, technical and clerical staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Coordinate the organization, staffing and operational activities for the Human Resources Department including recruitment, testing and selection, salary and benefit administration, workers' compensation and unemployment insurance administration and reporting, labor relations, payroll, credentialing services and related programs for certificated, classified and substitute personnel.

Participate in the development and implementation of goals, objectives, policies and priorities for assigned service areas; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate and review the work plan for providing classified and certificated personnel services and programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Develop and administer the Human Resources Department budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other divisions, departments, school districts and outside agencies and organizations; consult with and advise County Office staff to coordinate the various phases of the policies, practices and administrative procedures.

Provide staff assistance to the Deputy Superintendent and the Board of Education; prepare and present staff reports and other necessary correspondence; attend meetings of the Board of Education; serve as a member of the Superintendent's Cabinet.

Advise, assist and train employees and management in a variety of personnel matters including the interpretation and application of personnel policies and employee contracts and in the processing of employee grievances; administer the provisions of existing employee agreements; develop and maintain personnel procedure manuals and employee handbooks.

Facilitate the recruitment, screening, selection and employment of personnel of the County Office; advise and counsel administrators and hiring committee members on legal ramifications and policies in regard to employment, contractual matters and related personnel matters.

Supervise and participate in the administration and maintenance of the County Office's classification system; implement procedures to assure compliance with applicable laws and regulations; update and revise class specifications; conduct job audits as required.

Participate in the administration and maintenance of the County Office's compensation system; recommend adjustments to salaries of classes and series of classes; place positions in appropriate ranges and steps; provide information regarding salary projections for budgeting purposes.

Administer the personnel records system; oversee and assure the proper security and filing of personnel records and documents; establish personnel record management procedures; assure the maintenance of personnel records consistent with appropriate laws and with County Office policy.

Coordinate the employer/employee relations program; serve as a member of the Superintendent's negotiating team; serve as a liaison to negotiations consultant and employee organizations.

Oversee and participate in the administration of Affirmative Action and Equal Employment Opportunity procedures to assure compliance with applicable laws and regulations.

Oversee Risk Management activities related to Workers' Compensation and employee health and welfare benefits; supervise the processing of workers' compensation claims.

Supervise and administer the County Office's credentials registration and monitoring system, the payroll and benefits program and the comprehensive substitute system.

Oversee and participate in the administration of the Employee Wellness Program in cooperation with the Safety Officer.

Conduct studies, analysis and research on a broad range of personnel assignments; compile information for and prepare reports as required by federal and State law; maintain various records.

Respond to and resolve difficult and sensitive inquiries and complaints.

Review pertinent legislation and assure County Office compliance with rules, regulations and laws; assure timely and accurate reporting of data to federal and State authorities.

OTHER DUTIES:
Attend and participate in professional group meetings; maintain current knowledge of new trends and innovations in the fields of certificated and classified personnel.

Develop school calendars.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles and practices of administration, supervision and training.
Budget preparation and control.
Principles of organization and management.
Operational characteristics, services and activities of a comprehensive certificated and classified personnel program.
Principles and practices of personnel administration, including methods and techniques used in labor relations, recruitment and selection, classification, salary and benefits administration, and affirmative action.
Principles and practices of collective bargaining and labor contract administration.
Applicable federal, State and local laws, codes and regulations including the California Education, collective bargaining laws, Labor Code, and other legal aspects of governing public employment.
Recent developments, current literature and sources of information regarding personnel management.
Modern office practices, procedures and equipment.
General goals and purpose of public education.

ABILITY TO:
Manage, direct and coordinate the services, activities and staff of the Human Resources Department.
Select, train, supervise and evaluate personnel.
Interpret and apply pertinent federal, State and local policies, procedures, laws and regulations.
Design, implement and maintain personnel systems.
Assure County Office compliance with laws and regulations including affirmative action and equal employment opportunity policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Conduct research and prepare complex reports.
Operate modern office equipment including a computer and applicable software.
Gain cooperation through discussion and persuasion.
Deal constructively with conflict and develop and consensus.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in personnel management, business administration or a related field and five years of increasingly responsible personnel management experience in business administration, educational administration or a related field including two years of administrative or supervisory experience and some experience in a school district or county office of education.

LICENSES AND OTHER REQUIREMENTS:

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.