



Job Description

POSITION TITLE:	Director II Human Resources Office of the Superintendent	#6183
SALARY PLACEMENT:	Senior Management Salary Schedule Range 02	

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Bachelor's Degree in human resources, public administration or related field. Five years' management experience in the public school (K-12) system.

DESIRABLE QUALIFICATIONS - EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Masters' Degree. Completion of the Association of California School Administrators Personnel Academy or California Leadership Academy or similar accredited program. Five years' public school experience in personnel management, some of which shall have been in a lead or supervisory capacity. Advanced education and training in practices of personnel administration including but not limited to recruitment, selection, employee relations management, career development, contract administration, discipline, investigations, personnel planning, training, supervision, and performance evaluation.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of principles and practices of public personnel administration and organization; knowledge of applicable federal, state and local laws, rules and regulations regarding public personnel administration; knowledge of principles and practices of employee relations and collective bargaining; familiarity with principles of salary and budget preparation; knowledge of evaluations of classified and certificated staff, progressive discipline and reduction in force processes; ability to read and interpret complex laws and regulations; ability to prioritize, supervise and evaluate the work of others; working knowledge of investigations; ability to plan, organize and direct personnel services; develop, implement and monitor policies and practices as required; ability to plan and lead training; ability to operate a variety of current standard office technology; ability to carry out significant school personnel functions with minimal direction, accurately and within scheduled deadlines. Be flexible and receptive to change. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under direction of the Human Resources Division Director, may assist with planning, organizing, and directing the classified and certificated personnel programs; may coordinate recruiting, interviewing, testing, selection and placement of classified and certificated personnel; coordinate communications between administrators and certificated and classified personnel as needed; assist with training, supervision, evaluation and discipline of personnel as required; assist with oversight of the supervision of the credentialing of all certificated staff in San Joaquin County as required; conduct investigations and respond to grievances, complaints and related inquiries; provide technical consultation and assistance to school districts in San Joaquin County; and perform other duties as assigned.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff and students.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Provide training in contract management to all managers and administrators as assigned.
14. Coordinate the recruiting, interviewing, testing, selecting and placement of personnel; evaluate staffing needs and position allocations; coordinate and oversee personnel transactions.
15. Train and supervise performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor performance evaluations according to established guidelines and procedures as needed.
16. Coordinate communication between administrators and personnel to resolve issues or concerns and exchange information; provide regular counsel to administrators regarding conflict resolution and employee relations; maintain regular and timely communication with employee organizations, and consult with employees concerning personnel policies, practices and procedures.
17. May respond to and resolve complaints, grievances, unfair labor practices and conduct complex investigations as assigned.
18. Attend and conduct a variety of meetings as assigned.
19. Assist with planning, organizing, and implementing long and short-term staff development programs, policies, procedures, administrative regulations and activities designed to enhance personnel programs and services.
20. Perform other related duties.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data in to a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

3/22/2019 final sc