



Job Description

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| POSITION TITLE: | Division Director Human Resources Office of the Superintendent | #5033 |
| SALARY PLACEMENT: | Administrative Council Salary Schedule Range 02 | |

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Bachelor's Degree. Five years' 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, 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; knowledge of principles of salary and budget preparation; read and interpret complex laws and regulations; ability to prioritize, supervise and evaluate the work of others; ability to plan, organize and direct personnel services; develop, implement and monitor policies and practices; 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 County Superintendent, plans, organizes, and directs a comprehensive personnel program for employees; directs personnel activities related to recruitment, selection, employee compensation, employee relations; supervises the credentialing of all certificated staff in San Joaquin County; and provides technical consultation and assistance to school districts in San Joaquin County. Decisions made by the Division Director of Human Resources are of a highly significant impact or consequence, impacting recommendations and the development of new or revised policies, procedures and services.

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. Advise and serve as information source on employer-employee agreements, statutes, rules, regulations and policies affecting school personnel programs; and meets with school personnel, public and non-public agencies, state departments, advisory groups, professional associations, as well as internal staff, for the purpose of planning and directing activities, implementing decisions, and settling significant or controversial issues.
14. Provide assistance to school districts and to County Office Program Administrators in the areas of personnel management and reporting.
15. Direct the recruitment, screening, selection and placement activities for the filling of vacancies including proposing new classifications and developing job descriptions.
16. Work with legal advisors regarding legal aspects of personnel activities and represent management at hearings.
17. Participate in formal and informal negotiations with employee bargaining units.
18. Research and coordinate the technical and legal aspects of classified and certificated reductions in force, representing the County Office at necessary hearings.
19. Develop and administer budget for the Human Resources Department.
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.

