



Leadership • Collaboration • Support

JOB TITLE: Director, Human Resources

Classified Directors Salary Schedule, Range 3

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the general direction of the Associate Superintendent, Human Resources, directs and supervises the daily workflow of the Human Resources Department. Participates in the collective bargaining process. Directs the coordination of the SCOE Financial System with all aspects of the Human Resource Department functions. Directly works with Information Technology, Educational Services and Human Resources on integration of the California Longitudinal Pupil Achievement Data System (CalPADS) among all departments. Supervises and evaluates the performance of assigned staff.

JOB REQUIREMENTS AND QUALIFICATIONS

- A bachelor's degree from an accredited four-year college is required.
- Five years of increasingly responsible experience in human resources or educational leadership, including experience in supervision, evaluation, and collective bargaining.
- Ability to be free of prejudgment or bias in order to ensure impartiality in the performance of job duties and responsibilities.
- Ability to interpret and explain Education Code and other related laws pertaining to personnel.
- Ability to maintain accurate and complete electronic records and prepare clear and concise reports.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain cooperative working relationships both internally and externally.
- Ability to provide leadership and represent the County Office of Education effectively in committees, workshops, and various group meetings.

ESSENTIAL DUTIES

- Supervises, trains, and evaluates staff as assigned.
- Confers with the Associate Superintendent regarding major personnel and employee relations activities or problems.
- In collaboration with the Associate Superintendent, develops, coordinates, implements and reviews the work plan for the Human Resources Department for the purpose of monitoring workflow and recommending adjustments as necessary.
- Directs the screening of employee applications to assure candidates meet minimum qualifications; 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.
- Participates as a member of the collective bargaining team.
- Supervises and maintains essential personnel records for all employees.
- Directly works with internal business on all aspects of salary computations and salary schedule adjustments.
- Prepares a variety of statistical and highly technical documents, reports, and other related materials.
- Maintains effective communications with individuals, employee bargaining units, groups, and associations within and outside the County Office.
- Conducts requested classification studies involving assigned job duties and responsibilities and makes recommendations outlining findings and conclusions based on studies conducted.
- Assists in processing grievances and gathering data for management and employee organizations.
- Assists districts in various areas of personnel services, including development of workshops for personnel technicians/personnel directors.
- Oversees SCOE compliance with Family Medical Leave, Workers Compensation, State Unemployment Insurance programs and American with Disabilities Act. Interprets and applies laws for the purpose of ensuring personnel practices are in compliance with established policies, procedures, contracts, agreements and educational codes.
- Directs the process for maintaining current seniority lists.
- Provides technical support for other county offices of education and districts as requested.
- Directs all trainings and processes associated with the financial system as it relates to the Human Resources Department.

- Directs the committee work for the annual Employee Service Award and Employee Appreciation Recognition.
- Serves as a member of the Management Advisory Council for the Solano County Office of Education and Chief Administrative Team.

MARGINAL DUTIES

- Performs other duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive limited and general supervision. Directly responsible to the Associate Superintendent.

SUPERVISION EXERCISED

Employees in this classification supervise staff in the Human Resources Department, or other staff as assigned.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (15%) Sitting (70%)

Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
Lifting – lbs. (0-40)		Lifting (2)		Bending (3)
Pushing and/or Pulling Loads (1)		Reaching Overhead (2)		Kneeling or Squatting (3)
Climbing Stairs (2)		Climbing Ladders (0)		