

Sacramento County Office of Education Job Description

Classification Title: Director I, Human Resources

Definition

Under general supervision, plans, directs, supervises, and supports the development, implementation, and administration of personnel functions including organizational support, recruitment, and pre-employment employment processes for classified and certificated employees of the Sacramento County Office of Education (SCOE); performs other related duties as assigned.

Directly Responsible To

Appropriate Administrator

Supervision Over

Professional, clerical, and technical personnel as assigned

Duties and Responsibilities

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Personnel Department Support

Plans, organizes, and directs activities of the Personnel department; provides technical expertise and assistance to the Chief Administrator, Human Resources; develops, implements, and interprets departmental policies, procedures, and protocols; manages certificated and classified contract administration, performance management, leaves, and unemployment insurance programs; promotes diversity, equity, and inclusion initiatives and cultivates a sense of belonging within the department; coordinates work assignments, schedules, and professional learning for department staff; interprets, applies, and provides recommendations regarding collective bargaining unit agreements; directs the preparation and maintenance of narrative and statistical reports, records, and files; supports the budget process for the Human Resources department, including analysis and review of budgetary and financial data; represents the department at various meetings and serves as a liaison; supervises and evaluates the performance of assigned personnel.

Recruitment and Pre-Employment Processes

Directs the recruitment, selection, assignment, and layoff process for certificated and classified employees; manages the interviewing, selection, and placement of personnel in alignment with applicable laws, codes, policies, and contracts; supervises the onboarding and orientation of new employees; collects data to support continuous improvement; ensures compliance with applicable regulations, laws, and codes, including pre-employment requirements, transfers, retirements, and reductions in force; monitors the development and implementation of recruitment plan; evaluates, analyzes and implements processes and procedures to ensure equitable and inclusive personnel practices.

Organizational Support

Assists in handling formal and informal employee complaints and investigations as assigned; provides technical assistance to supervisors in establishing and monitoring employee improvement plans; assists in administering collective bargaining agreements, commission rules and regulations, and education codes; engages in cross-departmental collaboration to ensure continuous improvement of personnel processes and services; supports certificated and classified negotiations; communicates with administrators, personnel, and external organizations to coordinate activities, resolve issues, and exchange information; maintains current knowledge of laws, codes, regulations, and pending legislation related to personnel activities; modifies programs, functions, and procedures to ensure compliance with legal requirements

Credential Processing

Monitors credential recommendation process for SCOE educator preparation programs and the issuance of temporary county certificates for districts countywide; Supervises the processing and approval of

credentials for certificated employees throughout the county; manages the registration of credentials and State-mandated assignment monitoring; provides oversight in the planning and implementation of outreach activities and identification of resources to support Local Educational Agency credential needs.

Minimum Qualifications

Education, Training, and Experience

Any combination of education, training, and experience equivalent to graduation from an accredited college or university with a bachelor's degree in human resources, education, public administration, or other related fields; minimum of ten years' experience in human resources administration, including at least five years in an educational agency; progressively responsible experience in supervision, certificated and classified employment, compensation, recruitment, selection, retention, administration of collective bargaining agreements, and knowledge of related education codes required; experience in merit system administration preferred.

Knowledge of

Merit principles, practices, laws and trends in public agency human resources administration and organizational development; principles and current strategies related to public human resources recruiting, job analysis, selection, classification, and compensation; principles of wage and salary administration; techniques and methods of recruitment and selection, including test construction, validation, and administration; due process requirement for disciplinary action; principles of training, supervision, and staff evaluation; state and federal regulations regarding equal employment opportunities, recruitment, selection, and employment guidelines; California credentialing and licensing requirements; organizational dynamics and school and county organization; compensation administration; legal terminology, practices, and procedures regarding the conduct of administrative hearings; effective communications techniques including group presentations; elements of employment processing, including fingerprinting, tuberculosis (TB) tests, medical exams, and related requirements and forms; unemployment insurance regulations; state laws relating to records retention, credentialing and licensing; standard videoconferencing platforms.

Skill and Ability to

Plan, organize, and direct the activities and operations of human resources; analyze problems and data and make sound conclusions and recommendations; prepare and present written and oral reports; d interpret and explain complex rules, regulations, and contract language; effectively counsel, advise, and interact with supervisors and staff on a wide variety of personnel-related matters; plan, direct, organize and supervise the work of assigned employees; maintain poise and utilize sound judgment; evaluate and analyze complex problems, issues and concerns, recommend appropriate alternative solutions and make effective and timely decisions; communicate effectively in both oral and written form with individuals from diverse backgrounds; prepare budget and forecast expenditures; organize and implement staff development programs.

Other Characteristics

Possession of a valid California driver's license and willingness to travel locally using own transportation; willingness to travel regionally and throughout the state as required.

Approved by Personnel Commission on 11/14/2023