

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: ADMINISTRATION

CLASSIFICATION: CLASSIFIED

JOB TITLE: DIRECTOR – HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Superintendent or designee, provide personnel management support services to County Office internal programs by establishing, maintaining and monitoring all employment records on classified and certificated staff, including comprehensive policies and procedures, employment practices, employee benefit programs, wage and benefit cost projections, leave records and seniority lists; support school districts; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Provide personnel management support to County Office internal programs and school districts. **E**

Interpret and apply laws for the purpose of ensuring personnel practices are in compliance with established policies, procedures, contracts, agreements and/or educational codes. **E**

Assist in the development and maintenance of an integrated on-line accounting, budget and personnel data processing system and a communication network for remote data processing users. **E**

Establish, maintain and monitor employment records on classified and certificated staff; develop and maintain personnel files, advertisement placements, perform in-processing and orientation of new personnel, seniority lists and assist with the development of policies and procedures. **E**

Provide credential services to districts to include advising, registration of credentials, issuance of Temporary County Certificates, processing credential applications, and maintenance of an up-to-date County Wide Substitute Teacher list. **E**

Advise County Office certificated personnel on credential requirements; assist in obtaining credentials by reviewing forms for completeness and preparing necessary statements and documents; notify and follow up with certificated personnel concerning registration and renewal. **E**

Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist as needed in the formulation and development of policies and procedures; advise the Superintendent of unusual trends or problems and recommend appropriate actions. **E**

Monitor and complete various employment verification, labor, and personnel reports including insurance claims and benefit billings for employees, retirees and Board members. **E**

Supervise the unemployment insurance claims management system for the purpose of ensuring accurate reporting and disbursement of unemployment insurance funds. **E**

Monitor recruitment/hiring procedures (advertising, applicant qualification, examination, selection, salary placement, etc.) for all positions for the purpose of conforming to established rules. **E**

Verify and calculate salary step and class placements and wage and benefit cost calculations needed to develop actual and budgeted personnel costs. **E**

Maintain and distribute collective bargaining agreements; update language in agreements to coincide with negotiated changes; serve as a member of the negotiating team; meet and negotiate with bargaining unit representatives; participate and serve as a resource concerning terms and conditions of employment of unrepresented employees as requested by the Superintendent. **E**

Prepare confidential correspondence and data collection related to negotiations and collective bargaining agreements. **E**

Confer and collaborate with employees, supervisors, administrators, employee groups and others in meeting needs and understanding issues; investigate and resolve grievances, employee disciplinary matters, complaints and other staff related issues and conflicts; recommend and assist in implementing corrective actions; provide technical recommendations. **E**

Maintain and update job descriptions and salary schedules; assist in the development of a standardized evaluation system. **E**

Maintain a credentialing and assignment/misassignment system to monitor and resolve related issues; supervise the annual credential monitoring activity for the purpose of ensuring County-wide certificated staff is appropriately credentialed; prepare waivers as necessary for certificated assignments. **E**

Supervise and evaluate the performance of assigned personnel; coordinate work assignments and review work to assure compliance with established standards, requirements and procedures. **E**

Provide and arrange for appropriate training and development of assigned personnel. **E**

Develop and maintain cooperative and positive working relationships with assigned staff, administration and district personnel; communicate with other administrators, County Office personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**

Attend and participate in a variety of meetings, conferences and professional organizations to maintain current knowledge of laws, rules and regulations related to assigned activities. **E**

Serve as a member of the Superintendent's cabinet, provide leadership for the planning, development and implementation of the County Office Strategic Plan. **E**

Operate a variety of office equipment to perform assigned duties. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of organizational and office administration, strategic planning, policies and procedures and management practices and principles

Principles and techniques of accounting and auditing, budget development and review, data processing and risk management

Applicable sections of the Education Code and Federal, State and local laws relating to California county offices of education and school districts, personnel, and fiscal procedures and requirements

Principles and techniques of personnel administration, collective bargaining, credentials, and audit for certificated assignments/misassignments

Practices and procedures related to certificated and classified employment

State of California credential requirements and procedures

Applicable sections of the Education Code and Credential Handbook relating to county offices of education and school districts

Record-keeping techniques

Oral and written communication skills

County Office organization, operations, policies, procedures, goals and objectives

Applicable sections of State codes and other laws regarding assigned personnel activities

Public speaking techniques

Computer hardware and software programs in order to perform word processing, information retrieval and maintenance of data

ABILITY TO:

Administer, plan and coordinate office management and business services functions on behalf of the County Office and school districts

Plan, coordinate and administer personnel functions in accordance with applicable laws, codes, policies, regulations and procedures

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Prepare clear and accurate financial reports

Apply and use spreadsheet and word processing programs

Analyze situations accurately and adopt an effective course of action

Plan and organize work

Work independently with little direction

Meet schedules and timelines

Train, supervise and evaluate personnel

Lift and carry objects weighing up to 25 pounds

Operate a variety of office equipment, including a computer to perform duties

EDUCATION AND EXPERIENCE:

Bachelor's degree in personnel management or related field and a minimum of five years experience in personnel and employee/employer relations.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

ENVIRONMENT:

Office

Constant interruptions

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations

Seeing to read and prepare a variety of document and reports

Sitting or standing for extended periods of time

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment

Reaching overhead, above the shoulders and horizontally to retrieve and store materials

Bending at waist, kneeling and squatting

Lifting, pushing, pulling and carrying objects weighing up to 25 pounds

Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Potential for confrontation with dissatisfied persons

Employee Group: Management – Classified

FLSA Status: Exempt

Salary Schedule: 620

Approval Date: February 2018