

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Executive Director, Human Resources**

**Purpose Statement**

Under the direction of the Assistant Superintendent, Human Resources, the position of Executive Director, Human Resources (HR) is responsible for supporting and leading the overall operations of the HRS division and Teacher Effectiveness; serving as a resource to our district partners; planning, organizing, directing, and evaluating HRS activities for certificated, classified, substitute, and management employees; participates as a lead in negotiations; assures compliance with State and Federal laws, Merit System Rules and county office policies related to human resources administration; and supervises and evaluates the performance of assigned personnel.

**Diversity Statement**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for ones actions and the resulting impact.

**About the Position:**

The Executive Director, Human Resources is committed to leading from a lens of equity, diversity, and inclusion; seeks to understand how Human Resource Services (HRS) can best support educational equity for all students and collaborates with the Assistant Superintendent, Human Resources and other colleagues to ensure SDCOE provides a safe and welcoming environment where all employees thrive and realize their highest potential.

**Essential Functions**

- Commits to honoring the SDCOE mission, commitments, Board goals and priorities.
- Plans, coordinates and directs the human resources functions for the County Office including recruitment, selection, classification, compensation, employment, operations, credential services, teacher effectiveness, and employer/employee relations for classified and certificated personnel.
- Provides leadership for and participates in employer/employee relations program activities; serves as a lead negotiator of all negotiating teams and serves as contract administrator for the CSEA and Association of Educators contracts; hears and administers grievances and other issues.
- Collaborates with internal and external partners for the purpose of implementing and/or maintaining services and programs.
- Develops and prepares the annual preliminary budget for Human Resources, analyzes and reviews budgetary and financial data, controls and authorizes expenditures in accordance with established guidelines.
- Reviews and approves department communication and operating strategies; plans and evaluates division activities; monitors effectiveness of programs and assure responsiveness to San Diego County Office of Education objectives and priorities.
- Evaluates employees for the purpose of providing feedback, growth goals, and evaluation of the work performance.

- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Maintains manual and electronic documents, files and records (e.g. background information, HR website, etc.) for the purpose of providing accurate information, promotion of online and blended services and resources, and record keeping that meets state and federal compliance guidelines, all done in compliance with regulatory requirements and established guidelines.
- Prepares a wide variety of complex written materials (e.g. plans, budgets, funding requests, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Maintains current knowledge of laws, codes, regulations and pending legislature related to human resources activities; modify programs, functions and procedures to assure compliance with local, State and federal requirements.
- Performs personnel administrative functions (e.g. teacher evaluation, staffing projections, work plans, hiring staff, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Knowledge and Abilities**

##### KNOWLEDGE OF:

Regulations, methods, procedures and terminology used in human resources management, benefits administration and credentialing;

Principles and techniques of arbitration, labor relations, collective bargaining and contract negotiation;

Principles and practices of employee relations, staff development, credentialing, recordkeeping, recruitment, selection, compensation and evaluation functions;

State credential requirements and procedures;

County Office organization, operations, policies and objectives;

Budget preparation and control;

Principles and practices of administration, supervision and training;

Applicable laws, codes, regulations, policies and procedures;

Operation of a computer and assigned software.

##### ABILITY TO:

Lead from a lens of equity, diversity, and inclusion;

Plan, organize and direct a variety of human functions and activities for certificated and classified personnel;

Utilize appropriate interpersonal style and methods of communication to gain acceptance, cooperation, or agreement of a plan, activity, and/or program idea;

Use verbal and written skills to communicate positive employer-employee relations;

Support the management of disciplinary and grievance concerns;

Interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;

Analyze situations to define issues and draw conclusions;

Review employment and working conditions to ensure legal compliance;

Perform personnel related investigations and collaborate with diverse colleagues from a perspective of cultural competence;

Maintain confidentiality;

Effectively prioritize tasks, pay attention to details, manage multiple projects, and routinely gather, collate, and classify multiple sources of data;

Respond positively to frequent interruptions and shifts in priorities;

Communicate effectively both orally and in writing;

Meet deadlines and schedules;

Supervise and evaluate the performance of assigned personnel.

### **Working Environment**

#### **ENVIRONMENT:**

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties or required to visit program sites.

#### **PHYSICAL ABILITIES:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity.

Generally, the job requires extended periods of time sitting, walking, and standing. The job is performed under minimal temperature variations. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

### **Education and Experience**

**Experience:** A minimum of three (3) years of school site administration experience, and five (5) years of public school central office or County Office administration experience directly related to human resources management in an educational setting, and two (2) years of collective bargaining and conducting personnel related investigations.

**Education:** Master's degree in education, administration or related field required; Doctorate degree preferred;

**Equivalency:** A combination of education and experience equivalent to a master's degree in education, administration or related field required; and a minimum of three (3) years of school site administration experience, and five (5) years of public school central office or county office administration directly related to human resources management in an educational setting and two (2) years of collective bargaining and conducting personnel related investigations.

### **Required Testing**

N/A

### **Certificates, Licenses, Credentials**

Valid CA Administrative Services  
Credential

Valid Driver's License

**Continuing Educ./Training**

N/A

**Clearances**

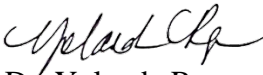
Criminal Justice Fingerprint/Background  
Clearance

Physical examination including drug screen  
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 056

Established: March 2017

Approved by:   
Dr. Yolanda Rogers, assistant superintendent  
Human Resources Services

Revised: April 2021