

## **Assistant Superintendent, Chief Human Resources Officer**

### **Purpose Statement**

Under the direction of the County Superintendent of Schools, plans, directs, delivers, and evaluates Human Resources services and activities for certificated and classified personnel, including credentialing services, teacher effectiveness and support, employee benefits, employee-employer relations, employment services, organizational development, HRIS, personnel files, and performance management. Serves as a member of the County Superintendent's Strategic Leadership Team; coordinates and directs communications, information, personnel, and resources to meet County Office human resource needs and ensure smooth and efficient Human Resources Division activities; and administers the Merit System under the direction of the Personnel Commission.

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### **Essential Functions**

- Plans, directs, and supervises the Human Resource Services Division, including Teacher Effectiveness and Support, Credential and LiveScan Services, Recruitment, Classification, Compensation, Organizational Effectiveness, and Operations.
- Leads human resources functions for classified and certificated personnel across all County Office departments in the areas of classification, recruitment, examination, selection, placement, employment processing, evaluation, and discipline, including transfer, reassignment, termination, and other disciplinary actions.
- Develop the annual budget for Human Resources division and the Personnel Commission; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Directs a variety of county- and state-wide credential programs, including credential processing, annual monitoring, payroll monitoring, approvals, recommendations, and providing guidance to school district administrators, certificated employees, and the public to ensure compliance with applicable codes and regulations related to credential requirements.
- Oversees the design, development, and delivery of beginning teacher support and teacher effectiveness programs, including coursework for added authorization programs and designated subjects.
- Plans, develops, and directs employee services, including employee benefits administration, unemployment insurance, workers' compensation, and employee onboarding programs for County Office employees.
- Serves as employer/employee relations officer and chief negotiator for the County Office; directs collective bargaining activities for certificated and classified bargaining units including recommending contract settlements with bargaining units; maintains confidentiality of sensitive and privileged information; coordinates processing of grievances for certificated and classified bargaining unit members; manages contract compliance.
- Develops and implements department communication and operating strategies; monitors effectiveness of programs provided; reviews, plans, and evaluates program activities and assures responsiveness to San Diego County Office of Education objectives and priorities.
- Establishes and maintains timelines and priorities to ensure proper and timely resolution of classified and certificated personnel issues, complaints, and conflicts.

- Participate as a member of the Superintendent's Strategic Leadership Team in the overall planning and direction of County Office functions and services; advise the Superintendent regarding human resources issues, needs, services and activities; participate in the formulation and implementation of County Office-wide policies, procedures and programs.
- Formulates, develops, and revises personnel policies and administrative procedures as appropriate to ensure compliance with California Education Code, established requirements, laws, codes, statutes, and regulations; administers and interprets policies and procedures.
- Develops and administers wage and salary and classification plans for all personnel; oversees reclassification, compensation and assignment studies, and makes recommendations to the Superintendent and/or the Personnel Commission; ensures all personnel activities are consistent and comply with Merit Rule provisions and the California Education Code.
- Advises school districts' Boards of Education in the recruitment of district superintendents or other top management personnel upon request.
- Utilizes technical expertise to advise County Office, school district, and charter school administrators, staff, and others concerning personnel standards, requirements, practices and procedures; responds to inquiries, and resolves issues and conflicts concerning employee relations, collective bargaining agreements, Merit Rules and related laws, codes, statutes, regulations, and policies.
- Serves on, leads, and/or coordinates a variety of internal and external committees, including the Superintendent's Cabinet, HR Administrators' Meeting, and PASSCo, and serves as the primary contact on behalf of the Human Resource Services Division and/or the County Office to State and Federal officials as requested.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; plans, coordinates, and arranges for appropriate training and development of staff.
- Participates in and supports the collective bargaining process between the County Superintendent and exclusive bargaining units.
- Makes presentations to associations, community groups, and others regarding County Office matters and assigned subject or program areas.
- Attends various professional meetings to maintain current knowledge of laws, codes, regulations, and pending legislation related to human resources activities.

### **Other Functions**

- Perform related duties as assigned.

### **Job Requirements**

### **Skills, Knowledge and Abilities**

#### **KNOWLEDGE OF:**

Principles and practices of employee relations, staff development, credentialing, recordkeeping, recruitment, selection, compensation and evaluation functions; principles, techniques, procedures, and terminology involved in the recruitment, selection, processing, orientation and compensation of employees; operations, policies and objectives relating to human resources activities; state credential requirements and procedures; practices and procedures related to certificated personnel; principles and techniques of labor relations and collective bargaining; bargaining unit contracts and salary schedules; policies and objectives of assigned programs and activities; County Office organization, operations, policies and objectives; budget preparation and control; oral and written communication skills; principles

and practices of administration, supervision and training; applicable laws, codes, regulations, policies and procedures; interpersonal skills using tact, patience and courtesy; operation of a computer and assigned software

**ABILITY TO:**

Plan, organize, control, and direct the Human Resources operations and activities for classified and certificated personnel, including employee relations, staff development, credentialing, recordkeeping, recruitment, selection, classification, compensation and evaluation functions; coordinate and direct communications, information, personnel and resources to meet County Office human resources needs and ensure smooth and efficient activities; supervise and evaluate the performance of assigned personnel; monitor, evaluate, determine and coordinate response to staffing needs for various departments; provide consultation and technical expertise concerning classified and certificated human resources operations, standards, requirements, practices and procedures; direct and participate in the recruitment, analysis and accepting or rejecting of job applicants; coordinate and conduct collective bargaining activities for certificated bargaining units; communicate effectively both orally and in writing; Interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others; operate a computer and assigned office equipment; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; work independently with little direction; plan and organize work; prepare comprehensive narrative and statistical reports

**SKILLS:**

Operate standard office equipment including utilizing pertinent software applications; plan and manage projects; prepare budgets and review financial information; develop effective working relationships; communicate effectively both orally and in writing; administer personnel policies and procedures; analyze data to make effective recommendations and action plans; listen effectively; facilitate meetings; model ethical behavior; demonstrate positive interpersonal aptitude and effective leadership; manage staff/performance.

**Responsibility**

Servant leadership working under direct supervision of the County Office of Education Superintendent using standardized procedures; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling, and significant fine-finger dexterity. Generally the job requires intermittent sitting, walking, and standing to perform assigned tasks. This job is performed in a generally clean and healthy office environment.

**Education:** A Master's degree in human resource management, organizational development, public or educational administration, or a closely related field.

**Experience:** Eight (8) years of increasingly responsible, professional human resources experience for an educational or public agency, including at least two (2) years of experience as the senior-level human resources administrator. Experience with Merit or Civil Service Systems is desirable.

**Equivalency:** A combination of education and experience equivalent to a Master's degree in human resource management, organizational development, public or educational administration,

or a closely related field, and eight (8) years of increasingly responsible, professional human resources experience for an educational or public agency, including at least two (2) years of experience as the senior-level human resources administrator

Required Testing

N/A

Certificates

Valid CA Driver's License

Valid CA Administrative Services  
Credential

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background  
Clearance

Proof of physical examination including TB  
Screen

FLSA Status: Exempt

Designation: This position is designated as Senior Management

Created: 5/2018

Revised: (None)

Certificated Senior Management, Grade 003