

JOB DESCRIPTION
San Diego County Office of Education

Director, Classified Human Resources

Purpose Statement

The job of Director, Classified Human Resources, is done for the purpose/s of directing the activities pertaining to all aspects of classified human resource matters including classification, compensation, testing, selection, personnel commission functions and overall operations performing complex and sensitive professional human resource analytic work; serving as personnel director for classified personnel in conformance with Merit System requirements under the direction of the Personnel Commission and in cooperation with County Office administration; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and evaluating and supervising the performance of assigned human resources staff. This position serves as Secretary of the County Office of Education's Personnel Commission.

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 one's actions and the resulting impact.

Essential Functions

- Directs all aspects of day-to-day Human Resources operations and Classified Personnel, including employee transactions, HR systems, maintenance of personnel files, employee pre-boarding, and Personnel Action Forms.
- Directs and supports classified human resources functions including classification, compensation, recruitment, testing, selection, and other personnel commission matters.
- Administers a wide variety of personnel policies and employment agreements (e.g. orientation, labor and employment contracts, compensation schedule, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Establishes, maintains, and interprets rules and procedures for creating and updating job classifications and occupational hierarchies, classifying and reclassifying positions, and determining salary allocation.
- Establishes, maintains, and interprets rules and procedures for the development and validation of Merit System examinations, establishment of eligibility lists, and certification of eligible candidates to hiring authorities.
- Investigates, analyzes, resolves examination and position classification appeals and prepares and defends recommendations for appeals resolution to the Personnel Commission.
- Advises management on a variety of human resources operational services (e.g. staff layoff procedures, employee discipline issues, performance evaluation system, leave usage, return to work issues, accommodations, Merit System rules, contract violations, etc.) for the purpose of interpreting and explaining rules, regulations, policies, procedures, collective bargaining agreements and employee benefits.
- Analyzes, interprets, and applies State and Federal laws, regulations and established policies for the purpose of assuring compliance of all human resource related matters, and establishes, maintains, and interprets rules and procedures for administering disciplinary hearings.

- Serves a lead role on the classified bargaining team; interprets negotiated agreements to county office staff, including grievance and complaint handling.
- Assists in the preparation of materials, documents (e.g. agendas) for collective bargaining, administrative hearings or proceedings, and Personnel Commission meetings for the purpose of providing consultative and advisory services.
- Collaborates with cross-department staff to continually research and implement business process improvements, data reporting capabilities, and solutions to operational situations as they arise for the purpose of assisting in the planning, coordination and implementation of short and long term goals and objectives for the San Diego County Office of Education.
- Serves as point of contact for human resources audits, subpoenas, public records requests, Payroll/Internal Business, EBS, and human resources facilities issues.
- Communicates with all levels of staff through a variety of methods (e.g. bulletins, reports, newsletters, etc.) for the purpose of providing information regarding legal developments, deadlines, policy revisions, and other Human Resources related matters.
- Conducts investigations on issues pertaining to employee discipline for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.
- Develops a wide variety of documents and presentation materials (e.g. procedures, training manuals, bulletins, newsletters, reports, recommendations, proposals, etc.) for the purpose of implementing and maintaining services and/or programs.
- Direct, train, and develop staff to efficiently and effectively manage the day-to-day operations of all Human Resource functions (e.g. classification and compensation policies, employee insurance benefit programs, records management, unemployment claims exposure, mandatory EEO and CALPADS reporting, etc.) for the purpose of ensuring all policies and principles are in alignment with legal and negotiated agreements and in accordance with the San Diego County Office of Education's vision, mission, and values.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes (e.g. recruitment, selection, classification, compensation and transactional services, employment processing, posting personnel information, testing processes, special projects, operational services, computer systems use, etc.) for the purpose of coordinating the delivery of services and programs to clients within established timeframes and in compliance with related requirements.
- Participates in meetings, collective bargaining teams, workshops, conferences and presentations for the purpose of representing management or the department and conveying and/or gathering information regarding a wide variety of subjects.
- Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, coaching, assigning complex and technical projects, etc.) for the purpose of maintaining adequate professional, technical and clerical staff, enhancing productivity of personnel, and ensuring department/program outcomes are achieved.
- Plans and conducts administrative studies for the purpose of responding to requests relative to present and future human resource needs of the County Office and client districts.
- Prepares and maintains a wide variety of complex written materials (e.g. seniority lists, reports, recommendations, proposals, analyses, procedures, mandatory reporting for Classified and Certificated staff, presentations, 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.
- Manages security and user roles for all SDCOE employees for PeopleSoft HCM

- Develops and recommends policies and procedures for the Assistant Superintendent's review and administers upon adoption by the Board of Education and/or Superintendent
- Makes recommendations to the Assistant Superintendent on matters related to employee transfer, promotion, salary placement, leaves of absence, suspension, and termination or retirement from service.
- Represents the Executive Director in his/her absence for the purpose of addressing matters that require immediate attention and conveying and/or gathering information required for his/her functions.
- Researches a wide variety of topics related to employment and labor law (e.g. technological advances, applicable legislation, reporting requirements, etc.) for the purpose of maintaining current knowledge of legal requirements, ensuring compliance with legislative requirements, securing general information for planning, and/or responding to requests.
- Maintains policies and practices for the completeness, confidentiality, retention and purging of the Personnel Commission records and operational files.
- Assists with Certificated Human Resources functions as needed.

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:

Human centered and socially conscious leadership;

Merit System provisions of the California Education Code and other applicable California and federal statutes, codes, laws, regulations and related case law pertaining to Human Resources administration and public employment labor relations;

Principles, practices, problems and techniques of organization, administration and public personnel administration;

Job analysis and evaluation methodologies;

Test strategies and statistical applications;

Personnel assessment techniques;

Report preparation and presentation methods.

ABILITY to:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Problem solve issues and create action plans;

Work with data of varied types and/or purposes; and utilize job-related equipment.

Communicate effectively, both orally and in writing;

Independently work effectively and as part of a team;

Resolve disputes and diffuse tension;

Establish and maintain effective working relationships;

Meet deadlines and schedules;
Set priorities;
Work with multiple projects, frequent interruptions, and changing work priorities;
Work with detailed information/data and maintaining accurate records;
Maintain confidentiality.

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, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Experience: Five (5) or more years of significant, directly related and progressively responsible experience in public personnel administration, including at least two years of experience in a merit or civil service agency, and at least two (2) years in a management position requiring supervision of assigned staff.

Education: Bachelor's degree in business, public administration, industrial/organizational psychology, organizational development, human resources administration or a closely related field. Master's degree preferred.

Equivalency: A combination of experience and education equivalent to a bachelor's degree in business, public administration, industrial/organizational psychology, organizational development, human resources administration or a closely related field and five (5) or more years of significant, directly related and progressively responsible experience in public personnel administration, including at least two years of experience in a merit or civil service agency, and at least two (2) years in a management position requiring supervision of assigned staff.

Required Testing

N/A

Certificates

Valid CA Driver's License

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice
Fingerprint/Background Clearance
Physical Exam, including drug screen
Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 50

Personnel Commission Approved: October 17, 2018

Revised: 3/20/2019; 10/19/2022; 12/14/2022