



SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

DIRECTOR, HUMAN RESOURCES

Basic Function

Under the direction of the Personnel Commission and the Assistant Superintendent, Human Resources, plan, organize, coordinate and supervise the personnel system for employees of the Santa Barbara County Education Office in accordance with legal statutes. Although the Director is responsible primarily for functions of the classified service, s/he also works closely with the County Superintendent of Schools and his/her designee, engaging in personnel administration not under the purview of the Personnel Commission and performing duties as assigned by the County Superintendent of Schools or designee.

Essential Functions and Duties

- Plan, organize and direct the operation of the Classified Human Resources Services; select, train, supervise and evaluate staff; confer with the Assistant Superintendent, Human Resources regarding major personnel and employee relations activities.
- Ensure that Federal and State regulations, Education Code, the Merit System, and Rules of the Commission are adhered to as they relate to employment activities; develop, evaluate, and recommend new and amended policies, rules and regulations for review and adoption.
- Confer with administrators, employees, representatives of recognized employee organizations and other individuals to provide assistance and advice regarding employer/employee relations, legal interpretations and development and implementation of policies, rules and regulations pertaining to personnel.
- Serve as Secretary to the Personnel Commission; direct the preparation of Commission meeting agendas and minutes; implement directives of the Commission in those areas for which the Commission has authority/responsibility; prepare and monitor the Commission annual budget and financial transaction documents.
- Assure the maintenance of personnel records, files, and examinations in accordance with legal requirements and subject to any applicable rules of the Commission.
- Plan, organize and administer recruitment, selection, assignment, classification, compensation, advertisement, examination, oral panels, interviews, performance evaluation systems, professional growth, and other personnel-related activities.
- Participate in labor relations and related negotiations; provide technical direction

and assistance in collective bargaining, labor relations, grievances, disciplinary and related matters; evaluate and provide recommendations concerning collective bargaining agreements; conduct problem-solving meetings with labor representative/s as needed.

- Train, advise, and provide support to managers on personnel related matters such as performance reviews, investigations, staffing, recruitment, employment, conflict resolution, leaves, worker's compensation, and relative areas of law.
- Counsel individuals and/or groups using conflict resolution and best practice strategies of communication and involve employee union representatives as necessary; assist with and/or conduct investigations utilizing best practices for interviews, collection of evidence, and documentation.
- Maintain and model the confidentiality of sensitive and privileged information.
- Monitor and act on the Department of Justice initial and subsequent employee reports consistent with regulations and the Education Code.
- Prepare legal correspondence regarding assignments, transfers, layoffs, terminations, settlements, and respond to formal complaints as needed; prepare memoranda, reports, letters and notices to employees regarding procedures and legal requirements/updates.
- Assist in and direct the development, maintenance, updates, and operation of computerized database systems including automated employee record-keeping, reporting, applicant tracking, position control and data analysis functions.
- Monitor and conduct the analysis of positions; perform salary surveys as required; monitor response to other surveys; prepare and revise job descriptions; maintain the classification plan for the classified service.
- Direct the establishment and maintenance of eligibility lists and certification of eligibles for classified positions; direct the maintenance of position control for the classified service.
- Prepare various reports for submission to the County Superintendent of Schools and/or designee; prepare agenda items for the Santa Barbara County Board of Education related to personnel matters; prepare the classified annual report.
- Investigate and assist in resolving employee grievances and arrange hearings on actions appealed to the Commission.

- Represent the Santa Barbara County Education Office and the Commission on committees and at meetings as delegated; attend meetings of the Santa Barbara County Board of Education; attend Personnel Commission meetings.
- Attend workshops and conferences designed to maintain awareness of current and best practices in human resources.
- Serve as a resource person to school districts and other agencies regarding personnel administration and best practices.
- Design, conduct and evaluate training and orientation programs to improve recruitment and to increase the retention and productivity of employees.
- Perform related duties as assigned.

Qualifications

- **Knowledge and Skills**

Working knowledge of: County Education Office organization, operations, policies and objectives; County Education Office services and programs as they relate to school districts, community agencies, government agencies, employment agencies, and the California Department of Education. Knowledge of: current principles and practices of personnel administration; recruitment, examination, and best practice interview techniques; reliability and validity in the development of employment examinations; employment examination types; classification methods; analytical techniques with regard to data, human relations, and systems; best practices in group facilitation techniques and strategies; best practices in negotiations and public speaking; effective supervision strategies and techniques; effective principles of the Merit System; Education Code and other relative legislature; Affirmative Action and Non-discrimination principles and requirements. Skills in: management, supervision and training; Conflict mediation; advanced nonverbal, verbal, and written communication; negotiation and resolution; databases and programming to improve data collection and analysis; correct English usage, grammar, spelling, punctuation and vocabulary.

- **Abilities**

Ability to: be free of prejudice or bias in order to ensure impartiality in the performance of essential duties and responsibilities; exercise sound independent judgment and initiative within established guidelines; foster a collaborative culture; implement innovative changes that enhance current practices, relationships, and culture; read, interpret, follow and explain laws, rules, regulations, policies and procedures; plan, organize, direct and supervise; understand and communicate the goals and objectives of the Merit System, the Personnel Commission, and

administration of the County Education Office; prepare and monitor budgets; make arithmetic calculations quickly and with accuracy; understand and follow oral and written directions; work cooperatively with others modeling collaborative efforts and relationships; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; plan and organize work; train and supervise personnel; maintain records and prepare reports; work confidentially with discretion; communicate effectively both orally and in writing; prepare oral and written presentations; complete work products using personal computers, standard software, and databases.

- **Physical Abilities**

Ability to: sit at a workstation for extended periods of time; use ordinary ambulatory skills to travel to outside offices and locations; use sufficient visual acuity to recognize words and numbers; use near visual acuity to read written materials and computer screens; use sufficient auditory and oral skills to carry on conversation in person and over the phone and project voice to a large audience; use sufficient hand-arm-eye coordination and finger dexterity to write and to use a personal computer keyboard and mouse or other pointing device.

Education and Experience

Bachelor's degree preferred. Five years experience in a management position or the equivalent combination of management experience and advanced education preferred. Experience in personnel administration or recent training in the area of school district/county office human resource issues, practices, and procedures preferred.

Licenses and Certificates

Incumbents in this class must possess a valid California driver's license and insurance coverage. Must be eligible to be a custodian of records as required by the Department of Justice.

Working Conditions

Office environment where minimal safety considerations exist; travel to various locations to conduct work.

Approved by the Personnel Commission: March 27, 1987
Revised by the Personnel Commission: October 29, 1999
December 15, 2010
April 23, 2015