

SUPERVISOR III, HUMAN RESOURCES – EMPLOYMENT SERVICES

Purpose Statement

The Supervisor III, Human Resources – Employment Services is responsible for administering, planning, organizing, and conducting professional technical functions related to position evaluation, classification, compensation, workforce analysis and planning, position control, recruitment, and personnel transactions; serves as a resource for school district personnel in assigned human resources functions; and ensures compliance with all applicable regulatory requirements.

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

- Provides supervision and leadership of assigned staff members, including assigned management and support staff members; ensures that the technical work related to classification, compensation, and recruitment is completed in accordance to established guidelines, procedures, and regulatory requirements.
- Oversees a variety of human resources transactions to ensure compliance and completion including the execution of employment contracts, employee work calendars, employee evaluations, attendance reporting, and payroll-related items as needed.
- Administers classification and compensation studies, surveys and reviews for the purpose of arranging jobs in occupational hierarchies, analyzing positions and preparing analytical reports and recommendations to the senior SDCOE leadership, the Personnel Commission and/or the Board of Education regarding the establishment of new job classifications, revisions of current specifications, salary allocation, and reclassification of positions.
- Analyzes positions for the purpose of preparing analytical reports and recommendations regarding the establishment of new job classifications, revisions of current specifications, salary allocations and reclassification of positions.
- Manages and coordinates department services and the implementation of new programs and/or processes (e.g., recruitment, selection, classification, compensation and transactional services, special projects, etc.) coordinating the delivery of services and programs to clients within established timeframes and in compliance with related requirements as needed.
- Assists in the preparation of materials for senior SDCOE leadership, the Personnel Commission and/or the Board of Education meetings, collective bargaining, administrative hearings, or proceedings providing consultative and advisory services.
- Develops a wide variety of documents and presentation materials (e.g., classification and compensation materials, analytical reports and recommendations, rules and procedures, etc.) for the purpose of implementing and maintaining services and/or programs.

- Analyzes, interprets, and applies State and Federal laws, regulations, and established policies for the purpose of assuring compliance of all human resource related matters.
- Communicates with all levels of staff through a variety of methods (e.g., bulletins, reports, newsletters, etc.) providing information regarding developments, deadlines, policy revisions, and other Human Resources related matters.
- 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.
- Interprets contract language, education code and employment regulations for the purpose of ensuring compliance with regulatory requirements.
- Participates in meetings that involve a range of issues (e.g., personnel actions, merit system rules, inter-department needs, layoff and re-employment laws, bargaining agreements, etc.) for the purpose of preparing and presenting information and training to County Office administrators and staff, individually or in small groups.
- Performs personnel administrative functions (e.g., training, supervising, evaluating, etc.) for the purpose of enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Prepares and maintains a wide variety of complex written materials (e.g., reports, recommendations, proposals, analyses, procedures, mandatory reporting presentations, etc.) documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Responds orally and in writing to classification appeals and protests of defending procedural validity, integrity and fairness as required.
- Supervises and provides leadership to staff engaged in the preparation of various operations (e.g., preparation of compensations and classification surveys, scheduling, and administration of steps in the classification studies, and employment process, etc.) of implementing and monitoring classification and compensation processes in compliance with legal, merit system and administrative requirements.
- Provides technical expertise and advice regarding personnel matters and classification development for all SDCOE and school district administrators.
- Collaborates, cross-trains, and interconnects the work between other supervisors within the Human Resources division to ensure shared accountability and success.

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 federal statutes, codes, laws, regulations pertaining to public human resources administration;

Job analysis and evaluation methodologies;

Strategies and statistical applications;

Statistical and spreadsheet software applications;

Personnel management principles;
Qualitative data gathering techniques.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
Practice cultural competency while working collaboratively with diverse groups and individuals;
Schedule activities, meetings, and/or events;
Gather, collate, and/or classify data;
Use job-related equipment;
Work with others in a wide variety of circumstances;
Work with data of varied types and/or purposes;
Problem solve issues and create action plans;
Communicate effectively 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 and maintain accurate records;
Maintain confidentiality.

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.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: Bachelor's degree from an accredited college or university in human resources management, public administration, business administration, or a related field; and

Experience: Five (5) years of professional level human resources experience directly performing job classification and evaluation, compensation administration, and two (2) years in a supervisory or technical lead position over human resources staff performing recruitment, selection, or operations functions. Previous experience working with Personnel Commissions and Merit systems, preferred; or

Equivalency: A combination of education and experience equivalent to bachelor's degree from an accredited college or university in human resources management, public administration, business administration, or a related field; and five (5) years of professional level human resources experience directly performing job classification and evaluation, compensation administration, and two (2) years in a supervisory or technical lead position over human resources staff performing recruitment, selection, or operations functions. Previous experience working with Personnel Commissions and Merit systems preferred.

Required Testing

N/A

Certificates

Valid CA Driver's License

Continuing Educ./Training

Maintain required certificates

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA State: Exempt

Salary Grade: Classified Management, Grade 040

Personnel Commission Approved: Oct. 18, 2023