

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, Human Resources

Purpose Statement

Under the direction of the Assistant Superintendent, Human Resources, the Executive Director, Human Resources is responsible for supporting and leading the overall operations of the Human Resources Services (HRS) division; 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, inclusion and belonging; 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 feel a sense of belonging, can 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 collective bargaining agreements; hears and administers grievances and other issues.
- Collaborates with internal and external partners to effectively implement and maintain 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, ensuring program effectiveness and responsiveness to SDCOE objectives and priorities.
- Evaluates employees to provide feedback, establish growth goals, and assess work performance.

- Facilitates meetings, workshops, seminars, etc., to identify issues, develop recommendations, support staff, and represent the district on matters like personnel actions, financial procedures, regulatory requirements, inter-district needs, and more.
- Maintains manual and electronic documents, files and records to provide accurate information, promote online and blended services and resources, and ensure compliance with state and federal guidelines.
- Prepares a wide variety of complex written materials, including plans, budgets, funding requests, analyses, recommendations, and procedures, to document activities, meet compliance requirements, provide audit references, make presentations, and support requested actions.
- Maintains current knowledge of laws, codes, regulations and pending legislation related to human resources activities; modify programs, functions and procedures to ensure compliance with local, State and federal requirements.
- Performs personnel administrative functions such as teacher evaluation, staffing projections, and work plans, to maintain adequate staffing, enhance productivity, and achieve department/program outcomes.

Other Functions

- Performs other related duties as assigned ensure efficient and effective human resources operations.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Human centered and socially conscious leadership;
 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:

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;
 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

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

Experience: A minimum of three (3) years of school site administration experience preferred, 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; or

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 preferred, 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 CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background
Clearance

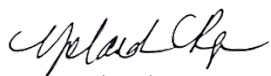
Physical examination including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 056

Established: March 2017

Approved by:



Dr. Yolanda Rogers, assistant superintendent

Human Resources Services

Revised: 04/2021; 7/2024