

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**DIRECTOR, CLASSIFIED HUMAN RESOURCES**

**Purpose Statement**

Under the direction of the Personnel Commission, in cooperation with the San Diego County Office of Education, the Director of Classified Human Resources plans, organizes, and directs the personnel management program for the classified service of the San Diego County Office of Education in conformance with Merit System law and the rules and regulations of the Personnel Commission; supervises and evaluates the performance of assigned staff.

**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**

- Plans, organizes, and directs the personnel management program for the classified service of the San Diego County Office of Education in conformance with the Merit System law and the rules and regulations of the Personnel Commission.
- Directs classified human resources functions including classification, compensation, recruitment, testing, selection, and other personnel commission matters
- Directs classification and compensations studies related to the Classified personnel at the San Diego County of Education.
- 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.
- Develops and prepares the annual Personnel Commission budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures.
- Provides administrative support in the negotiation process.
- Partners with the Director of Certificated Human Resources to provide coaching and leadership to the Human Resources department staff; ensuring that the staffing and workflow of the Human Resources department staff is coordinated, cohesive, and productive.
- Oversees daily Classified HR operations, including employee transactions, HR systems, and personnel files.
- Ensures compliance with personnel policies, Classified employment agreements, Classified contracts, and regulations.
- Develops, recommends, and implements HR policies and procedures.
- Manages employee orientation, onboarding, and classified substitute staffing.

- Plans and oversees professional development, training, and evaluations of assigned staff.
- Supervises and supports HR staff through coaching and development.
- Ensures compliance with employment laws and manages audits and records retention.
- Collaborates with departments to enhance HR processes and reporting.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Represents the Executive Director or Assistant Superintendent in their absence.

**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, 4/2025