Santa Barbara County Education Office
Susan C. Salcido, Superintendent

Management

JOB DESCRIPTION

ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES

Reports to: County Superintendent of Schools
Division: Human Resources

Our ideal candidate

You understand the vital role Human Resources plays in shaping a thriving organization and are committed to continuous improvement of HR systems and practices. You lead the Santa Barbara County Education Office (SBCEO) Human Resources team with the belief that investing in our employees is an investment in student success. You bring a strong focus on workforce development, engagement, and equity. You lead with urgency, accuracy, and a deep passion for public education. Your written and verbal communication is clear, succinct, and professional. You have a strong grasp of organizational systems and excel at interpreting and applying legal codes, policies, and procedures. As a collaborative and forward-thinking leader, you guide diverse teams in generating ideas, building consensus, and implementing meaningful change. You are skilled at mentoring and training management staff to ensure they are equipped to support and lead their teams effectively.

General description

Under the direction of the County Superintendent of Schools, the Associate Superintendent of Human Resources serves as a senior leadership position in all areas of human resources, including labor relations, employee engagement and support, health and welfare benefits, recruitment and retention, workforce development, and workforce analytics. The Associate Superintendent leads a team of managers and staff to ensure exceptional service and support for all SBCEO employees and affiliated individuals and is seen as a fundamental partner for all divisions and departments at SBCEO. In addition to overseeing internal HR functions, the Associate Superintendent provides direct guidance and technical assistance to local school districts across Santa Barbara County on a broad range of HR matters. The role also includes active participation on statewide committees, representing Santa Barbara County in professional forum and collaborative initiatives.

Specific duties and responsibilities

- Lead the planning, development, implementation, and continuous improvement of HR policies, programs, and systems aligned with SBCEO's mission and goals.
- Serve as a member of Cabinet and provide executive-level consultation to the Superintendent and leadership team on HR strategy, staffing, legal compliance, and labor relations.
- Collaborate with departments and programs organization wide to identify and implement innovative practices and strategies that respond to evolving needs and advance organizational goals.
- Promote and model best practices in leadership, diversity, equity, and inclusion.
- Oversee all SBCEO HR functions, including recruitment, onboarding, credentialing, classification, compensation, benefits, performance evaluation, and professional development for employees.
- Ensure HR practices comply with federal and state laws, Education Code, and local policies.
- Support supervisors and managers by providing coaching, training, and consultation related to supervision, performance management, progressive discipline, and legal compliance.
- Serve as the chief negotiator for SBCEO in collective bargaining with exclusive bargaining unit representatives.

- Develop and maintain positive, collaborative relationships with labor partners.
- Administer and interpret collective bargaining agreements and represent SBCEO in grievance hearings, mediations, and other labor-related proceedings.
- Direct and support the investigation and resolution of employee performance and conduct challenges.
- Oversee and participate in the administration of disciplinary actions for both certificated and classified employees, including due process, documentation, Skelly hearings, and related procedures.
- Ensure consistent, fair, and legally compliant implementation of disciplinary practices in coordination with legal counsel and supervisory staff.
- Collaborate with the Personnel Commission and oversee day to day responsibilities of the Director, Human Resources to support the administration of merit system principles, classification studies, recruitment, and testing processes.
- Collaborate with the Director, Human Resources and the Personnel Commission to promote fair and equitable practices for classified employees in accordance with merit system regulations.
- Lead initiatives to promote a positive, inclusive, and engaged workplace culture.
- Analyze workforce data and employee feedback to inform decision-making and improve HR services.
- Implement data-informed strategies to enhance retention, engagement, and employee wellness.
- Provide expert internal HR consultation to SBCEO programs, departments, and supervisors.
- Serve as a regional HR leader and advisor to school district HR teams across Santa Barbara County on employment practices, labor relations, credentialing, and personnel management.
- Coordinate and facilitate leadership development, legal updates, and HR training for supervisors and district partners.
- Actively participate in statewide committees, task forces, and professional networks related to human resources, labor relations, credentialing, or education policy, as assigned.
- Represent SBCEO in state-level discussions to stay informed and influence policies impacting public education HR practices.
- Lead the HR division in a way that models inclusive, adaptive, and modern practices.
- Other duties as assigned.

Requirements

Education: Clear California Administrative Services Credential required**.** Possession of a Master's degree in Human Resources, Education, Public Administration, or a related field (Doctorate preferred).

Experience: Minimum of seven years of progressively responsible leadership experience, including supervision of staff and labor relations, preferably in a public education setting. Public agency or other human resources experience is preferred. Experience in human resources in a public TK-12 setting is desirable.

- Supervise and evaluate certificated staff.
- Make personnel decisions involving certificated employees.
- Ensure compliance with credentialing regulations and manage assignments.
- Provide leadership in certificated employee discipline and due process.

Knowledge of:

- Public education organization, operations, policies, and objectives
- County Education Office services and their relationship to school districts, community agencies, government agencies, employment agencies, and the California Department of Education
- Current principles and practices of human resources administration
- California Education Code, collective bargaining practices, and credentialing
- Effective principles of the Merit System and Brown Act legal requirements in public meetings
- Equity, diversity, and inclusive practices
- Best practices in negotiations, group facilitation, and public speaking
- Principles of training, coaching, and providing work direction that foster high standards, professionalism, collaboration, and a positive work environment
- Advanced interpersonal skills that promote an environment of respect while using tact, patience, and courtesy

Ability to:

- Lead strategically, communicate effectively, and build strong partnerships with diverse stakeholders
- Foster a collaborative, inclusive, and high-performing organizational culture
- Implement innovative changes that enhance practices, relationships, and workplace culture
- Be free of prejudgment or bias to ensure impartiality and decision-making
- Exercise sound judgement and initiative within established guidelines
- Analyze situations accurately and adopt effective course of action
- Read, interpret, explain, and apply laws, rules, regulations, policies, and procedures
- Plan, organize, direct, and supervise personnel and programs
- Prepare and monitor budgets and make accurate arithmetic calculations
- Prepare clear, engaging oral and written presentations
- Understand and follow oral and written directions
- Plan and organize work to meet schedules and timelines
- Work confidentially and with discretion
- Use personal computers and standard software applications to complete work products, manage data, and support decision-making

Licenses and certificates

- Possession of a valid Clear Administrative Services Credential issued by the California Commission on Teacher Credentialing.
- Possession of a valid California driver’s license and the use of a dependable vehicle are required.
- Must be eligible to be a custodian of records as required by the Department of Justice.

Working conditions

Work is performed primarily indoors with minimal exposure to health and safety hazards.