

Sonoma County Office of Education – Job Description

Classified Management

DIRECTOR, HUMAN RESOURCE SERVICES

Definition:

Under the direction of the Sonoma County Superintendent of Schools, the Director plans, coordinates, implements support programs, delivery of services within a comprehensive and equity minded-human resources department's operations and activities involved in the recruitment, screening, selection, processing, classification and compensation of County Office employees in compliance with labor laws, California Education Code, Superintendent policies, Board policies and administrative regulations, and Merit System Rules. The Director supports and provides counsel to the Personnel Commission, coordinates and directs labor relations, credential functions, communications and information to meet County Office human resources needs and assure smooth and efficient activities. They also supervise and evaluate the performance of assigned personnel to promote access, safety and opportunity.

The Director leads the efforts on behalf of Leadership to promote a positive work culture at the County Office of Education and performs related duties as assigned.

Distinguishing Characteristics:

Under the administrative direction of the Sonoma County Superintendent of Schools, the Director of Human Resources plans, organizes and directs County Office of Education recruitment activities as well as providing support to local districts on recruitment of staff; supervises the County Office of Education Credentialing Office; directs and supervises staff, develops and maintains the department budgets; serves as liaison to California Department of Education (CDE), the California County Superintendents and its subcommittees, other county offices, school districts, schools, institutions of higher education and other agencies.

Supervision Exercised and Received:

Administrative direction is provided by the Sonoma County Superintendent of Schools, in collaboration with the Personnel Commission. Responsibilities include directing, advising, supervising and evaluating staff.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Plans, organizes, controls and directs human resources operations and activities involved in the recruitment, screening, selection, processing, classification and compensation of County Office employees; establish and maintain departmental timelines and priorities; assure personnel activities comply with applicable requirements, laws, codes, regulations, policies and procedures.
- Coordinates and directs labor relations, credential functions, communications and information to meet human resources needs and assure smooth and efficient activities; assure proper and timely resolution of a variety of personnel issues and conflicts with discretion and confidentiality;

administer the Merit System Rules and assure personnel functions comply with related requirements.

- Supervises all aspects of credentialing and the annual review of assignment/misassignment of all certificated staff in Sonoma County and responds to procedural and requirement inquiries, including compliance with state laws on certificated assignments; advises the Superintendent of County Schools of misassignment issues not resolved in a timely manner; periodically meets with district superintendents and appropriate district staff regarding assignment monitoring; and arranges training and support as needed.
- Supervises and evaluates the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assist other administrators with disciplinary matters.
- Provides consultation to administrators, staff, school districts, the public and others concerning personnel operations, standards, requirements, practices and procedures; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning labor relations, credentialing, recruitment, contracts, compensation and personnel laws, regulations and policies.
- Leads Human Resource Services with responsibilities to the Personnel Commission.
- Upon request, assists local districts with recruitment of school administrators, specialized certificated staff, and superintendents, including preparing and distributing recruiting information, meeting with district stakeholders and selection & training of panels.
- Develops and administers annual departmental budgets; identifies and secures new funding sources for assigned activities.
- Works cooperatively with leaders of other departments, agencies and LEAs in integrating and coordinating efforts to improve policies and practices for the County Office.
- Acts as one of the County Office of Education's designees for statewide activities or committees designed to assist Personnel Directors with enhancing the quality of their staff; facilitates related meetings as appropriate.
- Leads negotiations with various bargaining units as assigned, and assists with development of management proposals; and is responsible for the implementation of contract changes; provides training on bargaining techniques to local districts upon request.
- Works cooperatively with department managers and union representatives to respond to grievances and complaints from and regarding staff.
- Coordinates and assists managers with evaluations, including ensuring evaluations are completed accurately and timely and assisting management staff in the review of low performing employees, developing written improvement plans and documentation of performance issues.
- Assists managers with a variety of other employee issues, such as assignments, transfers, worker's compensation, reasonable accommodation, return from leave, and ergonomic concerns.
- Directs and oversees the employee layoff process in collaboration with legal counsel including update and maintenance of union seniority lists.
- Coordinates program transfer staffing impacts, assuring the accuracy of seniority lists, working cooperatively with districts to follow required Ed Code and contract procedures, application of bumping rights, reinstatement from layoff, and monitoring return rights.
- Supervises the County Office of Education central substitute system; and supervises the placement of substitutes in County Office of Education-operated programs, including recruitment activities, reviewing new employee packets for completeness (fingerprint and hiring documentation, etc.); resolving problems, investigation of complaints, removing substitutes from active service for cause, reviewing & signing supplemental payroll, administration of employee leaves.

- Collects data, completes and writes reports, surveys and evaluation documents, as specified by state guidelines and as directed; direct, supervises and evaluates staff and the work product of consultants.
- Negotiates and monitors Human Resource contracts with consultants; and maintains positive, collaborative working relationships with county, regional consortia and CDE projects; develops, implements and follows up on outcomes.
- Develops personal goals and objectives which support and are consistent with the mission and goals of the Sonoma County Office of Education.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Principles, practices methods and strategies of modern management, including administrative planning, organizational development, budgeting, collective bargaining, purchasing and information processing.
- Principles, practices methods and strategies of public administration and public human resources administration, including personnel recruitment, examination, classification, pay, training and supervision.
- Organizational theory, supervision and management practices, techniques and principles.
- Personnel administration in an educational setting.
- Collective bargaining agreements and salary schedules.
- Goals, objectives, rules and regulations of the Personnel Commission.
- Brown Act requirements.
- Conflict resolution practices.
- Title IX coordinator for personnel and complaint investigations and processes.
- Issues of importance to increasing student achievement in bay area counties and schools.
- Budget development and administration.
- Operation of personal computer and related programs and software.
- Guidelines of public meeting management.

Ability to:

- Plan, organize, control and direct human resources operations and activities involved in the recruitment, screening, selection, processing, classification and compensation of County Office employees.
- Acts as the liaison between Human Resources and the Superintendent and Leadership.
- Coordinate and direct labor relations, credential functions, communications and information to meet County Office human resources needs and assure smooth and efficient activities.
- Supervise and evaluate the performance of assigned personnel.
- Provide consultation concerning personnel operations, standards, requirements, practices and procedures. Coordinate collective bargaining activities with County Office employee groups.
- Plan, organize, direct and conduct classification, reclassification, salary and other personnel studies.
- Direct and participate in the recruitment, analysis and accepting or rejecting of job applicants.
- Assure proper and timely resolution of personnel issues and conflicts with discretion and confidentiality including interactive process meetings, complaints grievances and employee discipline.

- Communicate clearly and concisely both orally and in writing. Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain credibility with administrators at district and county levels.
- Respond promptly to requests of internal and external clients; provide needed direction, assistance, training, materials and resources.
- Make effective presentations to a variety of audiences.
- Establish and maintain cooperative, effective, positive and professional working relationships with individuals, groups, public and private agency personnel.
- Mentor, challenge and guide others in the improvement of programs and services.
- Relate to the personnel associated with a wide range of educational programs; set high standards for self and others and support the achievement of those standards.
- Effectively administer multiple programs and meet deadlines.
- Deal with the challenges inherent in a multi-agency consortium.
- Analyze data and situation(s); render judgment; make decisions and solve problems efficiently and effectively.
- Initiate cost-effective programs and services.
- Maintain and improve professional abilities and knowledge.
- Develop and administer budget(s) related to area(s) of responsibility; anticipate revenue and expenditure needs and changes.
- Plan, organize and conduct training, in-service and staff development activities; coordinate projects, events, conferences and activities.
- Select, train, supervise and evaluate staff relative to the mission of SCOE; observe and document performance; design data-based improvement processes when needed.
- Interpret and apply applicable laws, codes, regulations and ordinances.
- Be flexible and receptive to change.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Bachelor's Degree from an accredited college or university.

Experience:

- Five (5) years of successful educational human resources experience, including in recruitment, staff development, and public school related needs; or
- Experience as a Human Resources Professional; or
- Completion or willingness to complete ACSA Personnel Academy, Personnel Commission trainings or similar training programs.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversations.

- The work involves operating a computer, calculator, copier and other equipment and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- When entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance.
- Requires visual acuity sufficient to recognize people, words and numbers.

Work environment:

- Work is performed in an office environment with minimal exposure to health and safety considerations.

Other Requirements:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: October 27, 2025
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Personnel Commission