Job Description

Marin County Office of Education

Senior Director of Personnel / Human Resources

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Senior Director of Personnel / Human Resources is done for the purpose/s of planning, directing, and evaluating human resources services and activities; overseeing personnel services for certificated and classified personnel, credentialing services, employee benefits; facilitating employee-employer relations; managing/organizing employee services, organization development, recordkeeping and evaluation of functions; and, leading, managing, and supervising the implementation of county-wide programs.

This Job reports to Assigned Supervisor

Essential Functions

- Advises the Superintendent and Executive Leadership team regarding human resources issues, needs, services, and activities for the purpose of participating in the formulation and implementation of County office-wide policies, procedures, and programs.

- Collaborates with a wide variety of internal and external groups (e.g. managers, staff, district human resource administrators, union leadership, Board, etc.) for the purpose of providing consultation and technical expertise concerning personnel standards, requirements, practices and procedures, collective bargaining agreements, rules and related laws, codes regulations and policies.

- Compiles data from a variety of sources (e.g. applicant tracking system reports, payroll functions, statistical reports, employee and administrator surveys, gain/loss employee report, etc.) for the purpose of analyzing issues, developing reports, ensuring compliance with organization and legal policies and procedures, and/or monitoring program components.

- Develops and monitors the annual budget for the Personnel department for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

- Develops a variety of documents and presentation materials, independently and/or through delegation to assigned personnel (e.g. plans, proposals, policies, administrative procedures, budgets, etc.) for the purpose of ensuring county office personnel activities comply with established requirements, laws, codes, regulations, policies and procedures.

- Directs department operations (e.g. benefits administration, personnel records, job analysis, employment processes, criminal background checks, etc.) for the purpose of providing leadership for internal human resources functions required for certificated and classified personnel and in compliance with established operational practices.

- Monitors the county office credential process and operations assistance to school districts (e.g. certification eligibility, credential expiration dates, etc.) for the purpose of ensuring proper credentialed staff assignments adhering to legal and/or administrative requirements.

- Oversees a variety of program processes (e.g. acts as Custodian of Records for criminal background processes, implementation and processing of unemployment benefits and claims, worker compensation claims, administers paid/unpaid leaves, etc.) for the purpose of accurate and timely completion of fiscal and operational processes and ensuring compliance with local, state, and federal laws and requirements.

- Participates as a member, presenter and/or facilitator in meetings, workshops, and seminars frequently involving a range of issues (e.g. labor relations, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of making presentations and/or representing the division and/or county office at local, regional and state meetings, conferences, boards, councils and events.

- Performs personnel administrative functions (e.g. employment processes, misconduct issues, directing staff development activities, etc.) for the purpose of maintaining adequate staffing needs, enhancing productivity of personnel, achieving objectives within budget, and meeting county office and school district human resources needs.

- Plans and directs strategic planning functions (e.g. selection/retention of certified and classified staff, personnel action and employee benefit administration, etc.) for the purpose of overseeing reclassification, compensation and assignment studies and making recommendations.

- Prepares and maintains a wide variety of often complex materials and reports relating to the department, to the Board of Education and other public and private agencies (e.g. long- and short-range plans, budgets, recommendations, procedures, professional development needs analyses, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Serves as Secretary to Personnel Commission (e.g. preparing agenda/minutes, recommending/monitoring budgets, etc.) for the purpose of conveying and/or gathering information, and ensuring compliance with established guidelines, policies, and organizational goals.

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

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; pertinent codes, policies, regulations and/or laws; human resource processes and procedures; education code; California Merit System rules; theory of contract administration; compensation theory; state credentialing requirements and licensing procedures for teachers and administrators; and budget preparation and control.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive and effective working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; determining the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the

organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling,. Generally the job requires 70% sitting, 15% walking, 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired in business, public administration, human resource development, or a related field with at 5 years of increasing responsibilities. 2 years in a supervisory role is required. Experience in a public school district or county office of education is required.

Education: Bachelors degree in job-related area with an emphasis in business, public administration, human resource development, or a related field.

Equivalency: Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described. Experience with increasing levels of responsibility can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training Certificate

Clearances

Custodian of Records Fingerprint Clearance
Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date