



## Job Description

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| <b>POSITION TITLE:</b>   | <b>Chief Human Resources Officer<br/>Human Resources<br/>Business Services</b> | <b>#6235</b> |
| <b>SALARY PLACEMENT:</b> | <b>Administrative Council Salary Schedule<br/>Range 03</b>                     |              |

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### **SUMMARY OF POSITION:**

Under direction of the Superintendent, or the Superintendent's designee, plans, organizes, and directs a comprehensive personnel program for employees; directs personnel activities related to recruitment, selection, employee compensation, fingerprinting services, evaluation, discipline, employee relations; supervises the credentialing of all certificated staff in San Joaquin County; and provides technical consultation and assistance to school districts in San Joaquin County. Decisions made by the Chief Human Resources Officer are of a highly significant impact or consequence, impacting recommendations and the development of new or revised policies, procedures, and services. This position performs responsibilities that include being a participating member of the management team and playing a significant role in decision making. The Chief Human Resources Officer consistently promotes a culture of inclusive, equitable, and discrimination free practices consistent with the values and principles of the SJCOE.

### **MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND/OR EXPERIENCE:**

Possess a Master's Degree. Five years of administrative experience in the public school (K-12) system related to personnel management/human resources and/or school site or district leadership.

### **DESIRABLE QUALIFICATIONS - EDUCATION, TRAINING, AND/OR EXPERIENCE:**

Possess a valid California Administrative Services Credential. Completion of the Association of California School Administrators Personnel Academy or California Leadership Academy or similar accredited program. Advanced education and training in practices of personnel administration including but not limited to recruitment, selection, employee relations management, career development, contract administration, personnel planning, training, supervision, and performance evaluation.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Knowledge of:

- principles and practices of public personnel administration and organization
- applicable federal, state, and local laws, rules, and regulations regarding public personnel administration
- principles and practices of employee relations and collective bargaining
- principles of salary and budget preparation

Ability to:

- read and interpret complex laws and regulations
- provide leadership to the human resources department

- provide leadership to all SJCOE departments regarding personnel topics
- foster effective individuals and teams
- model inclusive, effective, and authentic communication
- prioritize, supervise, and evaluate the work of others
- plan, organize and direct personnel services
- develop, implement, and monitor policies and practices
- operate a variety of current standard office technology
- carry out significant school personnel functions with minimal direction, accurately and within scheduled deadlines
- be flexible and receptive to change

**Possess:**

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings

**ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff and students.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Provide mentorship to administrators through collaboration and consultation.
14. Advise and serve as information source on employer-employee agreements, statutes, rules, regulations, and policies affecting school personnel programs; and meets with school personnel, public and non-public agencies, state departments, advisory groups, professional associations, as well as internal staff, for the purpose of planning and directing activities, implementing decisions, and settling significant or controversial issues.
15. Align evaluation systems, reports, and tools to organizational vision, mission, values and principles in accordance with best practices and other related mandates.
16. Provide assistance to school districts and to County office administrators in the areas of personnel management and reporting.
17. Work with legal advisors regarding legal aspects of investigations, personnel activities and represent management at hearings.
18. Participate in formal and informal negotiations with employee bargaining units.
19. Serve as a member of the Superintendent's Cabinet Team in the overall planning and direction of County Office functions and services; advises the Superintendent regarding human resources issues, needs, services and activities; participates in the formulation and implementation of County

- Office-wide policies, procedures, and programs.
20. Provide leadership for internal human resources functions required for both classified and certificated personnel in all areas of job analysis, recruitment, examination selection, placement, employment processing, evaluation, and discipline procedures of certificated and classified personnel, recommends transfers, reassignment, termination and disciplinary actions, monitors, evaluates and assists in determining staff needs for departments.
  21. Formulate, develop and revise personnel policies and administrative procedures and operational handbooks as appropriate; assures County Office personnel activities comply with established requirements, laws, codes, regulations, policies and procedures; maintain, update and interpret systems to assure compliance with requirements of the Education Code and other legal codes and statutes.
  22. Align evaluation systems, reports, and tools to the vision, mission, values, and principles of Sthe SJCOE and best practices.
  23. Assist in the establishment of and sustains a professional, ethical workplace culture aligned to the values and principles of SJCOE.
  24. Provide significant leadership in fostering professional growth.
  25. Serve as the Title IX officer and main point of contact for all investigations.
  26. Work with the Superintendent and Cabinet to implement the strategic plan and to articulate and implement the Superintendent's vision for SJCOE.
  27. Assume additional duties and responsibilities as assigned by the Deputy Superintendent or Superintendent.
  28. Perform other related duties as assigned.

#### **ESSENTIAL LEADERSHIP QUALITIES:**

1. Is committed to continuous personal and professional development. Values and promotes educational and professional learning opportunities for others.
2. Embraces challenges, learns from feedback, and encourages innovative thinking and risk-taking. Advocates for continuous improvement in processes, products, and services.
3. Inspires others. Leads with empathy and understanding, recognizes the human aspect of leadership, and actively seeks, recognizes, and incorporates diverse perspectives.
4. Commits to the highest personal and professional standards for oneself and others, ensuring accountability at all levels.
5. Actively listens to the needs and concerns of others, engages with genuine curiosity. Effectively guides discussions and group activities, ensuring productive outcomes. Actively works to empower others. Maintains confidentiality.
6. Communicates openly, effectively, and honestly both orally and in writing, fostering trust and motivation toward common goals. Ensures clear, precise, timely communication, particularly in goals, expectations, and feedback.
7. Analyzes situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
8. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
9. Skillfully navigates change with confidence and composure.
10. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.
11. The ability to see that multiple perspectives and alternatives can coexist harmoniously rather than in conflict with one another. The ability to seek and explore a third alternative in which multiple perspectives come together.

#### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.

5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

2/12/2025 final sc