



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Division Director Human Resources Business Services</b>	<b>#5033</b>
<b>SALARY PLACEMENT:</b>	<b>Administrative Council Salary Schedule Range 02</b>	

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### **SUMMARY OF POSITION:**

Under direction of the Chief Human Resources Officer, perform professional highly complex Human Resource duties involved in establishing, analyzing, auditing, and maintaining certificated and classified personnel functions. Provide support and training to the Human Resources department to ensure that all functions within the department are flowing smoothly. Provide support, training, and guidance to program managers within SJCOE in regard to Human Resources issues. Plans, organizes, and directs a comprehensive personnel program for employees; directs personnel activities related to recruitment, selection, employee compensation, 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 Division Director of Human Resources are of a highly significant impact or consequence, impacting recommendations and the development of new or revised policies, procedures, and services. The Division Director provides direct support to the Chief Human Resources Officer in all areas of Personnel Management.

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

Possess a Bachelor's Degree in Human Resources, Organizational Development, or a related field. Experience of an extraordinarily related nature may be substituted for degree requirements. Three 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 Masters' Degree. Completion of the Association of California School Administrators Personnel Academy or California Leadership Academy or similar accredited program. Progressive experience in a lead Human Resources position in a supervisory or management capacity. Advanced training or Education 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. Experience working within a County Office of Education Environment.

### **KNOWLEDGE, 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
- 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
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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

### **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 training in contract management to all managers and administrators; coordinate communication between administrators regarding conflict resolution and employee relations; maintain regular and timely communication and consultation with employees concerning personnel policies, practices, and procedures.
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. Train and supervise performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions to the Chief Human Resources Officer; monitor and track performance evaluations according to established guidelines and procedures as needed.
16. Provide assistance to school districts and to County Office Program Administrators in the areas of personnel management and reporting.
17. Direct the recruitment, screening, selection, and placement activities for the filling of vacancies including proposing new classifications and developing job descriptions.
18. Work with legal advisors regarding legal aspects of personnel activities and represent management at

- hearings.
19. Provide support to the Chief Human Resources Officer giving input regarding formal and informal negotiations with employee bargaining units.
  20. Research and coordinate the technical and legal aspects of classified and certificated reductions in force, representing the County Office at necessary hearings.
  21. Respond to and resolve complaints, grievances, Title IX concerns and other complex investigations as assigned.
  22. Develop and administer budget for the Human Resources Department.
  23. Perform other related duties.

**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.