

Director, Employee Relations

Purpose Statement

Under the direction of the Assistant Superintendent, Human Resources, the Director, Employee Relations is responsible for supporting and leading a variety of human resources activities with a focus on employee relations, complaints and investigations, progressive discipline; employee leave and benefits; human resources information systems and payroll-related human resources operations. Helps develop policy and serves as a resource to school district partners; plans, organizes, directs, and evaluates certain human resources activities for assigned work. Participates in the negotiations process with labor unions; and assures compliance with state laws, federal laws, and San Diego County Office of Education (SDCOE) policies related to human resources administration. Supervises and evaluates the performance of assigned personnel.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for ones actions and the resulting impact.

About the Position:

The Director, Employee Services is committed to leading from a lens of equity, diversity, inclusion, and belonging; seeks to understand how Human Resource Services (HRS) can best support educational equity for all students and collaborates with the Assistant Superintendent, Human Resources and other colleagues to ensure SDCOE provides a safe and welcoming environment where all employees feel a sense of belonging, can thrive and realize their highest potential.

Essential Functions

- Commits to honoring the SDCOE mission, commitments, Board goals and priorities.
- Provides leadership, performs and supports employer/employee relations; serves as a negotiator of all negotiating teams; hears and administers grievances, complaints, and other issues.
- Collaborates with internal and external partners to effectively implement and maintain services and programs.
- Evaluates employees to provide feedback, establish growth goals, and assess work performance.
- Investigates, monitors, and records the final disposition of complaints (including Title IX) and employee misconduct. Serves as Title IX Coordinator.
- Prepares and effectuates service of disciplinary documentation (such as Notice of Administrative Leave, Letters of Concern, Letters of Reprimand, Improvement Plans, Last Chance Agreements, Notices of Disciplinary Action, Statement of Charges, etc.).
- Prepares discipline-related Settlement Agreements
- Serves as SDCOE representative at disciplinary hearings

- Reviews, prepares, and analyzes documentation; updates Board Policies, Administrative Regulations, employee procedures/handbooks, and the SDCOE webpage. This includes updates related to Federal Program Monitoring review by the California Department of Education, resolutions related to Uniform Complaints, and employee-related matters.
- Participates in and advises supervisors regarding employee relations and conflict.
- Facilitates conflict mediation when needed.
- Provides training and advisement to SDCOE employees regarding statutory compliance, Board Policy Compliance, Collective Bargaining Agreement Compliance, and interpretation of related laws, codes, and policies; ensures that all mandatory employee trainings are completed
- Establishes and maintains effective communications between SDCOE administrators, employees, and labor representatives; the public; districts within San Diego County; and law enforcement.
- Reports child abuse and sexual assault cases to appropriate agency within established timeline limits; assure SDCOE staff follow proper reporting procedures.
- Provides training, performs, and supports Human Resource Services regarding the interactive process.
- Oversees a variety of human resources operational functions including employee leave and benefits; human resources information systems and payroll-related operations; oversees employee databases and acts a liaison to the payroll department to resolve any employee payroll-related matters. Oversees workers' compensation and unemployment insurance claims.
- Acts as the point of contact for all employee personnel record requests; for current and former employees; responds to legal and audit requests including subpoenas and audits from a variety of source including state, federal and local agencies; CalPERS and CalSTRs audits; CalPADS and CBEDS data collection.
- Participates in and/or facilitates meetings, committees, workshops, seminars, etc., to identify issues, develop recommendations, support staff, and represent the County Office on matters like personnel actions, financial procedures, regulatory requirements, inter-office needs, and more.
- Maintains manual and electronic documents, files and records to provide accurate information, promote online and blended services and resources, and ensure compliance with state and federal guidelines.
- Prepares a wide variety of complex written materials, including plans, budgets, funding requests, analyses, recommendations, and procedures, to document activities, meet compliance requirements, provide audit references, make presentations, and support requested actions.
- Maintains current knowledge of laws, codes, regulations, mandated training, and pending legislation related to human resources activities; modify programs, functions and procedures to ensure compliance with local, State and federal requirements.

Other Functions

- Performs other related duties as assigned to ensure efficient and effective human resources operations.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Human centered and socially conscious leadership;
Regulations, methods, procedures and terminology used in human resources management, benefits administration and credentialing;
Principles and techniques of arbitration, labor relations, collective bargaining and contract negotiation;
Principles and practices of employee relations, staff development, credentialing and licensure, recordkeeping, recruitment, selection, compensation and evaluation functions;
County Office organization, operations, policies and objectives;
Budget preparation and control;
Principles and practices of administration, supervision and training;
Applicable laws, codes, regulations, policies and procedures;
Operation of a computer and assigned software.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
Practice cultural competency while working collaboratively with diverse groups and individuals;
Lead from a lens of equity, diversity, and inclusion;
Plan, organize and direct a variety of human resources functions and activities for certificated and classified personnel;
Utilize appropriate interpersonal style and methods of communication to gain acceptance, cooperation, or agreement of a plan, activity, and/or program idea;
Use verbal and written skills to communicate positive employer-employee relations;
Support the management of disciplinary and grievance concerns;
Interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;
Analyze situations to define issues and draw conclusions;
Review employment and working conditions to ensure legal compliance;
Perform personnel related investigations and collaborate with diverse colleagues from a perspective of cultural competence;
Maintain confidentiality;
Effectively prioritize tasks, pay attention to details, manage multiple projects, and routinely gather, collate, and classify multiple sources of data;
Respond positively to frequent interruptions and shifts in priorities;
Communicate effectively both orally and in writing;
Meet deadlines and schedules;
Supervise and evaluate the performance of assigned personnel.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties or required to visit program sites.

PHYSICAL ABILITIES:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires extended periods of time sitting, walking, and standing. The job is performed under minimal temperature variations. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Education: Bachelor's degree in human resources, education, administration or related field required;

Experience: Five (5) years of progressively responsible leadership experience in human resources, education and/or the legal field; experience researching and responding to legal complaints and conducting investigations strongly preferred. Two years of managing staff required.
or

Equivalency: A combination of education and/or experience equivalent to a bachelor's degree in human resources, education, administration or related field required and five (5) years of progressively responsible leadership experience in human resources, education and/or the legal field; experience researching and responding to legal complaints and conducting investigations strongly preferred. Two years of managing staff required.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical examination including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Classified Management Grade 050

Personnel Commission Approved: March 18, 2026