



## Job Description

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<b>POSITION TITLE:</b>	<b>Director I – Classified Human Resources Business Services</b>	<b>#6257</b>
<b>SALARY PLACEMENT:</b>	<b>Senior Management Salary Schedule Range 01</b>	

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### **SUMMARY OF POSITION:**

Under direction of the Chief Human Resources Officer, perform professional and highly complex Human Resources duties involved in establishing, analyzing, auditing, and maintaining classified personnel functions; provide consultation assistance as assigned; supervise employees in the department as well as perform duties including but not limited to: recruitment, selection, employee relations, professional development, contract administration, discipline, investigations, reduction in force, supervision and performance evaluation.

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

Possess a Bachelor's Degree in human resources, organizational development, public administration or related field or five years of equivalent experience in the public school (K-12) system with three years of management experience in human resources/personnel management and/or school site or district leadership.

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

Possess a Masters' Degree in human resources, organizational development, public administration, or related field. Completion of the Association of California School Administrators Personnel Academy or California Leadership Academy or similar accredited program. Five years' public-school experience in personnel management, some of which shall have been in a lead or supervisory capacity.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of

- principles and practices of public personnel administration
- assigned software

Ability to:

- operate a computer
- 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.

**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.
3. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning departmental programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
4. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations related to personnel management.
5. Communicate effectively both orally and in writing.
6. Analyze situations accurately and adopt an effective and timely course of action.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little direction.
9. Meet schedules and timelines.
10. Prepare reports as needed.
11. May assist with budget oversight as assigned.
12. 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.
13. 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.
14. 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.
15. Provide assistance to school districts and SJCOE departments in the areas of classified personnel management.
16. Coordinate the recruitment, screening, selection, and placement activities for the filling of classified personnel vacancies including assisting with new classifications and developing job descriptions.
17. Work with legal advisors regarding legal aspects of classified personnel activities and may represent management at hearings as required.
18. May participate in formal and informal negotiations with classified employee bargaining units as assigned.
19. May respond to and resolve complaints, grievances, Title IX concerns and other complex investigations as assigned.
20. Perform other related duties as assigned.

**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.

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