

YUBA COUNTY OFFICE OF EDUCATION
Management Job Description

EXECUTIVE DIRECTOR OF HUMAN RESOURCES

DEFINITION

Under direction of the County Superintendent of Schools, this position performs and coordinates those activities necessary for the efficient operation of all personnel functions and support operations of the County Office.

DUTIES AND RESPONSIBILITIES

General Personnel Administration: Responsible for recruitment, selection, employment processing, evaluation and termination procedures of all personnel; develops job descriptions, selection criteria and instruments, job announcements, and employment tests; prepares personnel transaction reports; responsible for personnel wage and salary administration, including the preparation of various salary schedules and determinations of individual salary placement; develops policies and administrative regulations and staff handbooks; maintain the personnel files and records for all personnel; develops and maintains a position control system for the close monitoring of authorized, budgeted position allocations.

Credential Monitoring: Supervises and performs all functions involved with the County Office credential operations including the verification of credentials for internal County Office certificated staff; assists school districts in credential processing and training of credential technicians; coordinates the monitoring function of the County Office with respect to proper teacher assignment in school districts; evaluates applications and issues Temporary County Certificates for school districts within the county; maintains contact with Commission on Teacher Credentialing ensuring compliance with laws, regulations and policies.

Substitute Services: Organizes and directs the processes involving the recruitment, placement, evaluation and selection of substitute teachers and other instructional personnel; ensures substitutes are available and properly licensed for assignment in County Office Programs as well as the Tri-County Substitute Teacher Consortium.

Employer/Employee Relations: Prepares for and assists in collective bargaining activities for certificated and classified bargaining units; coordinates and assists in grievance processing; administers and interprets provisions of employee contracts and agreements; advises staff regarding contract provisions; recommends, interprets and administers employee relations policies and procedures and interprets other policies as they relate to employee relations; coordinates and provides required notifications and training in employment compliance matters; maintains current knowledge of laws and regulations pertaining to labor relations and provides periodic updates to administrative staff on same.

Administrative Action: Responsible for the development of County Office affirmative action program, including goals and objectives and the development and maintenance of employment practices in compliance with equal employment opportunity principles; develops periodic reports to the Board regarding employment composition and analysis of goal progress; investigates and resolves discrimination complaints.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and experience equivalent to a bachelor's degree from any accredited college or university with major coursework in human resources management, industrial relations, business administration, public administration, or a related field. Five years of increasingly responsible human resources experience (or closely related field), in public education, including experience in supervision and evaluation, collective bargaining wage and salary administration, health and welfare benefits administration and industrial relations.

Knowledge, Skills and Abilities

Ability to analyze problems and data and make sound conclusions and recommendations; ability to prepare and present written and oral reports; knowledge of principles of job analysis and classification; ability to develop and interpret complex files and contract language; knowledge of principals of wage and salary administration; ability to plan, direct, organize and supervise the work of subordinates; ability to prepare clear and concise reports; ability to maintain poise and use good judgement; demonstrated ability to communicate effectively; knowledge of recruitment techniques, various selection methods/techniques, including test construction, validation and administration; knowledge of due process requirements or disciplinary action; knowledge of principles of training, supervision and evaluating staff; knowledge of state and federal regulations in the area of equal employment opportunities, affirmative action, recruitment, selection and employment guidelines; knowledge of California credentialing and licensing requirements; ability to prepare budget and forecast expenditures; knowledge of affirmative action programs; knowledge of organizational dynamics and school and county organization; knowledge of compensation administration; knowledge of legal terminology, practices and procedures for the conduct of administrative hearings; effective communication skills including group presentations; ability to organize and implement a staff development program; knowledge of employment processing, i.e., fingerprinting, TB tests, medical exams and other forms; knowledge of unemployment insurance regulations; and knowledge of staff laws relating to records retention, credentialing and licensing.

PHYSICAL REQUIREMENTS

Employees in this position must have the ability to:

1. Sit for extended periods of time
2. Enter data in a computer terminal/typewriter, 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 a normal level 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 staff, district staff and the public.