

JOB DESCRIPTION

April 2021

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

DIRECTOR, HUMAN RESOURCES

General Purpose:

A Director, Human Resources is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Director, Human Resources plans, organizes and implements the functions of the Human Resources Department, providing direct services to employees regarding employment related issues, while implementing and supporting Placer County Office of Education's (PCOE's) goals and objectives.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Develops, implements and revises county office personnel procedures and maintains smooth and efficient delivery of services in compliance with laws, policies and regulations.
- Manages and organizes substitute services, including review and recommendations for efficient placement of substitutes; supervises substitute evaluation process.
- Maintains compliance with governmental statutes, regulations and rules relating to personnel administration and advises appropriate parties of the provisions of the law.
- Develops and maintains a system for personnel records for all employees in order to provide comprehensive, efficient, accurate and current records of all matters pertinent to employment, transfers, tenures, retirements, leaves and promotions.
- Develops and revises job descriptions in accordance with current laws, Education Code and County Office procedures.
- Interprets existing personnel policies and regulations to the staff and makes recommendations concerning the formulation of personnel policies and regulations.
- Assists the designated administrator with negotiations and labor relations.
- Supervises a variety of projects affecting county-wide personnel, programs and activities.
- Prepares and maintains statistical information on all personnel and submits the necessary Federal, State, County and local statistical reports, records and files.
- Monitors, directs and controls the storage and release of personnel files assure confidentiality and security.
- Provides information to employees regarding their rights, classification, benefits, requirements, retirement, compensation and other related items.
- Coordinates and directs the policies and procedures for recruitment and selection in accordance with the law.
- Coordinates the evaluation program of employees.
- Coordinates various staff development and support services for classified staff.
- Directs and monitors required training (Bloodborne Pathogens, Child Abuse Reporting, Sexual Harassment, etc.).
- Directs the pre-employment activities for newly-hired personnel.
- Plans, organizes and oversees the employee recognition programs.
- Serves on committees as requested and/or assigned.
- Manages Worker's Compensation program.
- Manages Health and Welfare Benefits program.
- Serves as PCOE's American's with Disabilities Act (ADA) and Fair Employment and Housing (FEHA) compliance officer.

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- Manages and monitors PCOE's Employment Development Department (EDD)/Unemployment Insurance.
- Develops short and long-range plans for increasing department efficiency.
- Supervises and evaluates the performance of assigned staff.
- Conducts and attends meetings, resolves ad-hoc problems, provides directives and guidance for staff, personnel and the public.
- Maintains continuing communications with employee groups.
- Manages the clearance process for personnel.
- Other related duties as assigned.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor's degree is required.
- A Master's degree in education or public administration or related field from an accredited university or college is preferred.

Experience:

- Five (5) years of experience in Human Resources, education or administration.
- Three (3) to five (5) years increasingly responsible management experience preferred.

Knowledge, Skills and Abilities:

- Knowledge of planning, organization and direction of the functions of personnel issues, labor relations/negotiations, and legal services.
- Knowledge of compensation practices.
- Knowledge of personnel procedures and practices.
- Knowledge of credentialing laws and certification and compliance issues.
- Knowledge of legal procedures, terminology and negotiation processes.
- Knowledge of budget preparation.
- Knowledge of principles and practices of management.
- Knowledge of applicable laws, codes, regulations, policies and procedures.
- Knowledge of county office organization, operations, policies and objectives.
- Knowledge of office management and procedures.
- Skills in oral and written communication.
- Ability to provide technical information and assistance to others concerning employment policies and personnel issues.
- Ability to manage labor contracts and labor relations.
- Ability to develop, interpret and monitor department and program budgets and evaluate and compare costs associated with the delivery of services.
- Ability to establish and maintain effective working relationships with the staff and the public.
- Ability to communicate effectively both orally and in writing.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.

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- Ability to implement strategies based on evaluation data.
- Ability to coordinate the completion of a number of tasks simultaneously in order to meet internal external deadlines.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to meet schedules and time lines.
- Ability to work independently with little direction.
- Ability to plan and organize work.
- Ability to prepare comprehensive narrative and statistical reports.
- Ability to supervise the performance of assigned staff.
- Ability to operate and use PCOE business systems and equipment.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Possession of a California Administrators Credential is preferred.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contract with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

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FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 7

Reviewed and Approved:

Superintendent: *Gayle Hutchings*

Date: 4/9/2021

Human Resources: *Colleen Sattiny*

Date: April 8, 2021