

EXECUTIVE DIRECTOR, HUMAN RESOURCES

General Purpose:

The Executive Director, Human Resources is responsible to and works under the direction of the Deputy County Superintendent of Schools/Chief of Staff. Executive Director, Human Resources plans and delivers County Office-wide Human Resources services and activities for certificated and classified personnel, credentialing services, employee benefits, employee-employer relations, employment services, organizational development, and record-keeping and evaluation functions. Coordinates communication, information, personnel and resources to meet County Office Human Resources needs and assures smooth and efficient Human Resources Division activities. This is a certificated management position.

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

- Coordinates communications, information, personnel and resources to meet County Office Human Resources needs and assures smooth and efficient division activities; establishes and maintains timelines and priorities; assures proper and timely resolution of classified and certificated personnel issue, complaints and conflicts.
- Formulates and revises personnel policies and administrative procedures and operational handbooks as appropriate; administers and interprets policies and procedures; assures County Office personnel activities comply with established requirements, laws, codes, regulations, policies and procedures; maintains, updates and interprets systems to assure compliance with requirements of the Education Code and other legal codes and statutes.
- Advises the Deputy County Superintendent of Schools/Chief of Staff regarding human resources issues, needs, services and activities; participates in the formulation and implementation of County Office-wide policies, procedures and programs.
- Provides leadership for internal human resources functions required for both classified and certificated personnel in all areas of job analysis, recruitment, examination selection, placement, affirmative action and evaluation; oversees recruitment, interviews, testing, election and placement, employment processing, evaluation, and discipline procedures of certificated and classified personnel, recommends transfer, reassignment, termination and disciplinary actions, monitors, evaluates and assists in determining staff needs for departments.
- Develops the annual budget for Human Resources department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
- Reviews and approves department communication and operating strategies; plans and evaluates division activities, monitors effectiveness of programs and assures responsiveness to Placer County Office of Education (PCOE) objectives and priorities.
- Plans and develops employee services including employee benefit administration, unemployment insurance, worker's compensation and employee orientations, and safety and training programs for County Office employees.

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- Administers personnel records systems for all office personnel; maintains position control systems for monitoring of budgeted position allocations.
- Supervise function involved with County Office credential process and monitoring operations including assistance to school districts to ensure proper credentialed staff assignments.
- Serves as employer/employee relations officer for the County Office; manages collective bargaining activities for certificated and classified bargaining units including recommending contract settlements with bargaining units; maintains confidentiality of sensitive information; coordinates processing of grievances for certificated and classified bargaining unit members and manages contract compliance. Serves as the chief negotiator for the county office.
- Collaborates with other County Office managers, staff and district human resource administrators, union leadership and subject matter experts and others as required; provides consultation and technical expertise to County Office administrators, staff and others concerning personnel standards, requirements, practices and procedures; responds to inquiries, resolves issues and conflicts and provides detailed and technical information concerning employee relations, collective bargaining agreements, and related laws, codes, regulations and policies.
- Develops and administers wage and salary and classification plans for all personnel; oversees reclassification, compensation and assignment studies and makes recommendations to the Deputy County Superintendent of Schools/Chief of Staff.
- Serves as advocate for Placer County districts in the human resources services area and confers with school district representatives on human resource matters and issues impacting California schools.
- Coordinates, attends and conducts a variety of meetings and committees, presents materials and information concerning human resources programs, services, operations and activities; represents the County Office at local, regional and state meetings, conferences, boards, councils and events; makes presentations to associations, community groups and others regarding County Office matters and assigned subject or program areas.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; plans, coordinates and arranges for appropriate training and development; coordinates work assignments and schedules and reviews work to assure compliance with established standards, requirement and statutes; provides for the development and implementation of applicable staff development activities.
- Maintains current knowledge of laws, codes, regulations and pending legislature related to human resources and County Office activities; and modifies programs, functions and procedures to assure compliance with local, state and federal requirements.
- Operates a variety of office equipment including a computer and assigned software; drives a vehicle to conduct work.
- Serves as the county office Affirmative Action Employee Officer, Title IX Coordinator, and the primary representative for complaint investigations.

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 Master's degree in a related field is required.

Experience:

- At least five (5) years of increasingly responsible experience including substantial managerial experience in human resources for a public school agency.
- Experience as a site or district administrator is required.

Knowledge, Skills and Abilities:

- Knowledge of planning, organization and direction of County Office-wide human resources operations and activities for certificated and classified personnel including employee relations, staff development, benefits, credentialing, recordkeeping, recruitment, selection, classification, compensation and evaluation functions.
- Knowledge of methods, procedures and terminology used in human resources management, benefits administration and credentialing.
- Knowledge of principles, techniques, procedures and terminology involved in the recruitment, testing, selection, employment processing, orientation and compensation of certificated and classified employees.
- Knowledge of operations, policies and objectives related to human resources activities.
- Knowledge of California credentialing and licensing requirements and procedures.
- Knowledge of principles and practices related to certificated and classified personnel.
- Knowledge of state and federal laws, codes, statutes and regulations concerning human resources administration.
- Knowledge of principles and techniques of labor relations and collective bargaining.
- Knowledge of employee and organization development, leadership, team building, motivation and conflict resolution techniques.
- Knowledge of principles of wage and salary administration.
- Knowledge of organizational, operations, policies and procedures related to a County Office of Education.
- Knowledge of budget preparation and control.
- Knowledge of principles and practices of administration, supervision and training.
- Knowledge of legal terminology, practices and procedures related to due process, administrative hearings and employer/employee relations.
- Ability to plan, organize, control and direct County Office-wide human resources operations and activities for certificated and classified personnel including employee relations, staff development, benefits, credentialing, recording, recruitment, selections, classification, compensation and evaluation functions.
- Ability to organize, control, and direct human resources programs in accordance with the Education code, Government code, personnel policies and administrative regulations.
- Ability to supervise and evaluate the performance of assigned staff.
- Ability to coordinate and conduct collective bargaining activities for certificated and classified bargaining units.
- Ability to make effective decisions and resolve problems affecting complex and sensitive areas and situations and effectively explain and defend decisions.
- Ability to exercise sound judgment and recognize political and priority implications related to human resources programs and strategies.
- Ability to demonstrate leadership, interpersonal consensus building and communication skills.

- Ability to oversee classification, compensation, organization development, work-force reduction, recruitment and selection activities.
- Ability to work independently with little direction.
- Ability to communicate effectively orally and in writing.
- Ability to interpret, apply and explain complex law, codes statutes, rules regulations, policies and procedures.
- Ability to establish and maintain cooperative and effective working relationships with County Office leadership, districts staff, parents, community agencies, individuals and groups.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to meet schedules and time lines.
- Ability to plan and organize work.
- Ability to prepare and maintain comprehensive narrative and statistical records and reports.
- Ability to operate a computer and assigned office equipment and software.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California Administrative Services Credential or Certificate of Eligibility (COE) for a California Administrative Services Credential.
- Must possess one of the following: a valid teaching credential based upon a bachelor's degree and student teaching or a valid services credential.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves contact with staff, representatives of other agencies, and the community.

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.

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- 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.

FLSA Status: Exempt

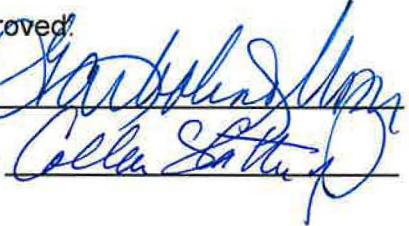
Employee Group: Management

Salary Grade: Level 5

Reviewed and Approved:

Superintendent: 

Date: 5/13/25

Human Resources: 

Date: 5/12/25