

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: CHIEF HUMAN RESOURCES OFFICER

BASIC FUNCTION:

Under the direction of the Superintendent, plan, organize, control and direct human resources operations and activities involved in the recruitment, screening, selection, processing, classification and compensation of County Office employees; coordinate and direct labor relations, credential functions, communications and information to meet County Office human resources needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct human resources operations and activities involved in the recruitment, screening, selection, processing, classification and compensation of County Office employees; establish and maintain departmental time lines and priorities; assure personnel activities comply with applicable requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct labor relations, credential functions, communications and information to meet human resources needs and assure smooth and efficient activities; assure proper and timely resolution of a variety of personnel issues and conflicts with discretion and confidentiality; administer the Merit System and assure personnel functions comply with related requirements.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assist other administrators with disciplinary matters.

Provide consultation to administrators, staff, school districts, the public and others concerning personnel operations, standards, requirements, practices and procedures; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning labor relations, credentialing, recruitment, contracts, compensation and personnel laws, regulations and policies.

Direct the screening of employee applications to assure candidates meet minimum qualifications; oversee and participate in the conducting of interviews to determine eligibility of candidates; direct and participate in the analysis and accepting or rejecting of job applicants; direct the distribution, collection and processing of fingerprint and various other employment forms and applications.

Coordinate and direct activities involved in the review, evaluation and processing of documents relating to the certification of certificated personnel; assure proper review of County Office and school district certificated assignments, applications and renewals to assure compliance with credential requirements; assure employee credentials are aligned with classification

requirements.

Coordinate collective bargaining activities with County Office employee groups; participate in negotiations for contracts and compensations increases; maintain confidentiality of sensitive and privileged information; compile, assemble and analyze information for union negotiations; assure classified and certificated personnel functions comply with collective bargaining agreements.

Serve as the Director and Secretary to the Personnel Commission. Provide technical and administrative support and assistance to the Personnel Commission; plan, organize, direct and conduct classification, reclassification, salary and other personnel studies as requested; compile and analyze related information and statistical data; recommend compensation levels for various County Office positions; conduct job audits and resolve classification issues.

Monitor and analyze personnel activities and functions for financial effectiveness and operational efficiency; respond to administrative input concerning human resources needs; direct the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of human resources activities.

Direct the processing of new personnel; coordinate and resolve issues related to the preparation of employee paperwork and fingerprinting activities; assure proper arrangement and follow-up for clearance on fingerprints, physicals, examinations and other employment matters; direct employee orientations and assure staff understanding of County Office employment practices.

Plan, organize, control and direct the operations, activities, services and support functions of assigned programs and services such as a teacher induction program. Establish and maintain related time lines and priorities. Ensure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to employees, discipline, fingerprinting, lawsuits, collective bargaining, eligibility, contracts, compensation and assigned activities.

Develop and prepare the annual preliminary budget for human resources operations and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to personnel activities; modify programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Provide technical information and assistance to the Superintendent and Personnel Commission regarding personnel activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct various meetings as assigned; prepare and deliver oral presentations concerning classified and certificated personnel functions; direct the development and implementation of training sessions.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization and direction of human resources operations and activities involved in the recruitment, screening, selection, processing, classification and compensation of County Office employees.

Operations, policies and objectives relating to human resources activities.

State credential requirements and procedures.

Practices and procedures related to classified and certificated personnel.

Principles, techniques, procedures and terminology involved in the recruitment, selection, processing, orientation and compensation of classified and certificated employees.

Common occupations and their requirements.

Principles and techniques of labor relations and collective bargaining.

Bargaining unit contracts and salary schedules.

Policies and objectives of assigned programs and activities.

County Office organization, operations, policies and objectives.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct human resources operations and activities involved in the recruitment, screening, selection, processing, classification and compensation of County Office employees.

Coordinate and direct labor relations, credential functions, communications and information to meet County Office human resources needs and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel.

Provide consultation concerning personnel operations, standards, requirements, practices and procedures.

Coordinate collective bargaining activities with County Office employee groups.

Plan, organize, direct and conduct classification, reclassification, salary and other personnel studies.

Direct and participate in the recruitment, analysis and accepting or rejecting of job applicants.

Assure proper and timely resolution of personnel issues and conflicts with discretion and confidentiality.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Master's degree in human resources management, education administration or related field and five years increasingly responsible human resources or educational leadership experience, including management work with a wide variety of personnel functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services credential.
Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information and make presentations.
Physical agility to lift 15 lbs to shoulder height.
Lifting, carrying, pushing or pulling light objects.

Grade Allocation: 48	Accountability of time: County Superintendent
Adopted: 7/1/04	Tasks assigned by: County Superintendent
Revised:	Evaluated by: County Superintendent
	Hiring authority: County Superintendent