



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION DIRECTOR, HUMAN RESOURCE SERVICES

### DEFINITION:

Under the supervision of the Superintendent and in conjunction with the Assistant Superintendent, serve as the chief Human Resources officer to plan, organize, direct, and administer human resource services across all county office programs, services and departments. Human Resources is done for the purpose/s of developing, coordinating, and maximizing services related to personnel and to provide direct services to employees regarding employment.

### ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Plan, organize, control, and administer the department's personnel services and programs including employer-employee relations, recruitment, selection, and retention of certificated and classified personnel; participates on interview panels; posts jobs and visit universities and colleges for recruiting purposes.
- Ensure that Superintendent policies, state and federal laws and regulations, and collective bargaining agreements are legally and fairly administered; develops policies and administrative regulations.
- Represent the department in the collective bargaining process for certificated and classified associations by serving as a member of the negotiation team; provide technical expertise to others as needed; implement and monitor collective bargaining contracts.
- Serve as the Title IX Coordinator in relation to the organization's efforts to comply with Title IX of the Education Amendments of 1972, including investigating and resolving sexual harassment complaints under AR 4030 – Nondiscrimination in Employment.
- Plan, implement, and administer the workers' compensation program, return to work program, and injury and illness prevention program; insure department compliance with federal, state, and local laws.
- Contract management and administering procedures pertaining to employer/employee relations.
- Oversee the employee benefits program, medical verifications, planning and budgeting;
- Communicate with administrators, personnel, service providers, public agencies, attorneys, insurance companies, and other outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.
- Conduct hearings and administer grievance, disciplinary measures, and other personnel actions; serves as mediator for employees.
- Supervise and evaluate the performance of assigned staff for the purpose of providing coaching and feedback regarding their performance; coordinate and arrange for appropriate training of subordinates.
- Oversee or recommend transfers, reassignment, termination, and disciplinary action plans.
- Responsible for certificated and classified layoff procedures, non-reemployment, and leaves.
- Administer salary schedules and salary provisions for compliance with county office policy and regulations.
- Provide counseling and assistance in the resolution of grievances or other job related difficulties of county office employees.
- Respond to inquiries, complaints, and concerns from the general public, school district personnel, community organizations, and staff for the purpose of providing information and resolving issues.
- Provides information and recommendations to the Superintendent and/or Assistant Superintendent as needed.
- Acts as a role model by nurturing the desired manner of interaction with others, adhering to Department values placed on people and ideas, and priorities.
- Maintain confidentiality when working through issues with programs and staff.



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Official:   
Effective: 05/13/2021

- Attend regular meetings of the Department and representing the Human Resource Services Department.
- Attend regional and state meetings for the purpose of facilitating the work of the Human Resource Services Department and representing the county office.
- Review/critique/analyze/evaluate/synthesize data, publications, and other relevant information used in the preparation of verbal and written reports, summaries, and other documents.
- Attend/facilitate/coordinate/conduct a variety of meetings, staff development trainings and workshops to receive or provide information; provide professional development for county office and school district staff for the purpose of increasing necessary knowledge and skills.
- Establish and maintain cooperative and effective working relationships with others by supporting staff and school district personnel.
- Represent the Superintendent at local, regional, and state agencies, and make presentations as necessary.
- Conduct staff meetings for the purpose of providing information, exchanging ideas, and resolving issues.
- Perform other duties that may be required of the Department's management personnel.
- Drive frequently for department business.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Bachelor's degree in a related field preferred; Master's degree desired.
- Five years increasingly responsible Human Resources/Personnel management experience strongly preferred. Experience in an Educational environment desired.
- Completion of the Association of California School Administrators (ACSA) Personnel Academy certificate of completion strongly desired. Will accept comparable program completion with documentation.
- The equivalent combination of experience and education that demonstrates the knowledge and skills to perform the duties of the position will be considered.

KNOWLEDGE OF:

- Current principles, practices, and trends in public education and human resources.
- Education, labor, health/disability, and other laws, codes, rules and regulations related to classified and certificated personnel.
- Labor relations, negotiations, and legal services.
- Credentialing laws and certification of compliance issues.
- Contract management.
- Conflict resolution strategies and processes.
- California Standards for the Teaching Profession; California Education Code.
- School organization, operations, policies, goals and objectives.

ABILITY TO:

- Maintain confidentiality.
- Administer all programs of the Human Resource Services Department.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations and needs effectively and adopt effective courses of action.
- Establish and maintain cooperative and professional working relationships with employees, school district personnel, board members, community members, and public and private agency personnel.
- Demonstrate effective communication skills both orally and in writing.
- Direct, manage, and evaluate personnel.
- Utilize public speaking techniques.



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- Respect and maintain professional confidences.
- Meet schedules and timelines; work independently with minimal direction.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting, standing, and walking frequently.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: <u>May 26, 2016</u>	Revised: <u>May 13, 2021</u>
<b>APPROVED</b>	
Print Name: <u>Chinny Clawson</u>	Title: <u>Director, Human Resource Services</u>
Signature: <u>C. Clawson</u>	
Date: <u>5/13/21</u>	