



Job Description

POSITION TITLE:	Chief Human Resources Officer Human Resources Office of the Superintendent	#6235
SALARY PLACEMENT:	Administrative Council Salary Schedule Range 03	

SUMMARY OF POSITION:

Under direction of the Superintendent, or the Superintendent's designee, plans, organizes, and directs a comprehensive personnel program for employees; directs personnel activities related to recruitment, selection, employee compensation, fingerprinting services, evaluation, discipline, employee relations; supervises the credentialing of all certificated staff in San Joaquin County; and provides technical consultation and assistance to school districts in San Joaquin County. Decisions made by the Chief Human Resources Officer are of a highly significant impact or consequence, impacting recommendations and the development of new or revised policies, procedures, and services. This position performs responsibilities that include being a participating member of the management team and playing a significant role in decision making.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Master's Degree. Five years of administrative experience in the public school (K-12) system related to personnel management/human resources.

DESIRABLE QUALIFICATIONS - EDUCATION, TRAINING AND/OR EXPERIENCE:

Completion of the Association of California School Administrators Personnel Academy or California Leadership Academy or similar accredited program. Advanced education and training in practices of personnel administration including but not limited to recruitment, selection, employee relations management, career development, contract administration, personnel planning, training, supervision, and performance evaluation.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- principles and practices of public personnel administration and organization
- applicable federal, state, and local laws, rules, and regulations regarding public personnel administration
- principles and practices of employee relations and collective bargaining
- principles of salary and budget preparation

Ability to:

- read and interpret complex laws and regulations
- prioritize, supervise, and evaluate the work of others
- plan, organize and direct personnel services

- develop, implement, and monitor policies and practices
- operate a variety of current standard office technology
- carry out significant school personnel functions with minimal direction, accurately and within scheduled deadlines
- be flexible and receptive to change

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff and students.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Provide mentorship to administrators through collaboration and consultation.
13. Advise and serve as information source on employer-employee agreements, statutes, rules, regulations, and policies affecting school personnel programs; and meets with school personnel, public and non-public agencies, state departments, advisory groups, professional associations, as well as internal staff, for the purpose of planning and directing activities, implementing decisions, and settling significant or controversial issues.
14. Align evaluation systems, reports, and tools to organizational vision, mission values and principles in accordance with best practices and other related mandates.
15. Provide assistance to school districts and to County office administrators in the areas of personnel management and reporting.
16. Direct the recruitment, screening, selection, and placement activities for the filling of vacancies, including proposing new classifications and developing job descriptions.
17. Work with legal advisors regarding legal aspects of investigations, personnel activities and represent management at hearings.
18. Participate in formal and informal negotiations with employee bargaining units.
19. Research and coordinate the technical and legal aspects of classified and certificated reductions in force, representing the County Office at necessary hearings.
20. Develop, oversee, and administer budget for the Human Resources Department.
21. Assume additional duties and responsibilities as assigned by the Associate Superintendent or Superintendent.
22. Perform other related duties.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into 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 normal levels 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 SJCOE staff, district staff, and the public.

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