

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent, plan, organize, control and direct County Office-wide Human Resources operations and activities for classified and certificated personnel including employee relations, staff development, Workers' Compensation, safety, benefits, credentialing, record-keeping, recruitment, selection, classification, compensation and evaluation functions; coordinate and direct communications, information, personnel and resources to meet County Office human resources needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct County Office-wide Human Resources operations and activities for classified and certificated personnel including employee relations, staff development, Workers' Compensation, safety, benefits, credentialing, record-keeping, recruitment, selection, classification, compensation and evaluation functions; assure County Office personnel activities comply with established requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, information, personnel and resources to meet County Office human resources needs and assure smooth and efficient Department activities; establish and maintain Department time lines and priorities; assure proper and timely resolution of classified and certificated personnel issues, complaints and conflicts; develop and implement personnel policies and procedures.

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 schedules, and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements; direct the development and implementation of staff development activities.

Monitor, evaluate and determine staffing needs for various departments; coordinate recruitment and related advertising activities for classified and academic job vacancies; direct the screening of employee applications to assure candidates meet minimum qualifications; direct the preparation, distribution and advertising placement of announcements for job openings.

Plan, organize, control and direct the interviewing, selection and placement of personnel; 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; coordinate and direct the distribution, collection and processing of employment applications; direct and assure proper processing and orientation of new employees.

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Provide consultation and technical expertise to County Office administrators, staff and others concerning personnel standards, requirements, practices and procedures; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning employee relations, collective bargaining agreements and related laws, codes, regulations and policies.

Direct collective bargaining activities for classified and certificated bargaining units; serve as a negotiator with representatives of bargaining units; maintain and update collective bargaining agreements as needed; maintain confidentiality of sensitive and privileged information.

Plan, organize, control and direct the review, evaluation and processing of applications and other documents to assure certificated personnel hold valid and proper credentials; direct the processing, evaluation and follow-up on Workers' Compensation claims and accident and injury reports.

Coordinate and direct the development, implementation and maintenance of County Office safety, loss prevention, Workers' Compensation and insurance programs and activities to protect assets and minimize loss expenses; investigate related employee and public complaints and claims.

Plan, organize, control and direct operations and activities related to County Office employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities.

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 the Human Resources department.

Plan, organize control and direct the employee evaluation process for certificated and classified personnel; review evaluations to assure compliance with established standards and requirements.

Coordinate and participate in consultation activities to provide staff with information concerning the STRS and credential eligibility, requirements and procedures.

Develop and prepare the annual preliminary budget for the Human Resources department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Direct the preparation and maintenance of a variety of records, reports and files related to classified certificated personnel, hires, Workers' Compensation, benefits, credentials, attendance, vacancies and assigned activities.

Serve as a member of the Superintendent's cabinet; provide technical information and assistance to the Superintendent regarding Human Resources issues, needs, services and activities; participate in the formulation and development of related policies, procedures and programs.

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

federal requirements as appropriate.

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.

Coordinate, attend and conduct a variety of meetings and committees; present materials and information concerning Department programs, services, operations and activities; represent the Department and County Office at local, regional and State meetings, conferences, in-services, boards, councils and events.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of County Office-wide Human Resources operations and activities for classified and certificated personnel including employee relations, staff development, Workers' Compensation, safety, benefits, credentialing, record-keeping, recruitment, selection, classification, compensation and evaluation functions.

Methods, procedures and terminology used in benefits administration, employee safety and credentialing.

Principles, techniques, procedures and terminology involved in the recruitment, selection, processing, orientation and compensation of classified and certificated 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 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 County Office-wide Human Resources operations and activities for classified and certificated personnel including employee relations, staff development, Workers' Compensation, safety, benefits, credentialing, record-keeping, recruitment, selection, classification, compensation and evaluation functions.

Coordinate and direct communications, information, personnel and resources to meet County Office human resources needs and assure smooth and efficient Department activities.

Supervise and evaluate the performance of assigned personnel.

Monitor, evaluate, determine and coordinate response to staffing needs for various departments.

Provide consultation and technical expertise concerning classified and certificated human resources operations, standards, requirements, practices and procedures.

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

Coordinate and conduct collective bargaining activities for classified and certificated bargaining units.

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:**

Any combination equivalent to: Master's Degree in human resources, business or related field required (Doctorate Degree preferred), and eight years increasingly responsible human resources experience including work with classified and certificated personnel functions and three years in an administrative capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Valid Administrative Services Credential. (Preferred)

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work 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.