

**SAN MATEO COUNTY OFFICE OF EDUCATION
DIRECTOR, HUMAN RESOURCES**

JOB SUMMARY:

Under the direction of the Associate Superintendent of Human Resources, support the planning, coordination, implementation and delivery of services within a comprehensive human resources program for certificated and classified employees as well as districts in compliance with laws, California Education Code, Board policies and administrative regulations, collective bargaining agreements and established personnel practices and procedures. Coordinate, implement and support programs and initiatives to address the teacher and administrator shortage in San Mateo County.

ESSENTIAL DUTIES:

Representative duties may include, but are not limited to, the following:

- Manage the recruitment, screening, interviewing, selection, and processing for certificated positions;
- Coordinate and provide support in the area of certificated and classified employee evaluations;
- Coordinate, implement and support programs and initiatives to create a teacher pipeline including the development of alternative teacher credential programs to increase the number of available credentialed teachers;
- Assist with special projects, grants and initiatives with a particular focus on activities related to addressing the teacher and administrator shortage;
- Advise site supervisors and program administrators with personnel issues including interpretation of collective bargaining agreements, evaluation, and performance management;
- Assist in the design, planning and implementation of training programs for certificated personnel;
- Direct the orientation and processing of new certificated personnel assuring proper verification and completion of required paperwork;
- Oversee recruitment, placement, monitoring and training of substitute teachers;
- Coordinate the certificated employee layoff process in collaboration with County Counsel including updating and maintenance of the certificated and classified seniority lists;
- Assist in the management and resolution of personnel issues including interactive process meetings, complaints, grievances, investigations and employee discipline;
- Serve as a principal member of the management negotiations team in employer/employee relations and assist with preparation for negotiations;
- Participate in formal and informal meetings with bargaining unit leadership to address issues, resolve conflicts, promote open communication and support positive labor relations;
- Assist business office to track attendance and resolve issues related to pay and benefits;
- Coordinate and oversee employee absences, including management of the employee absence system;
- Work with credentials staff to resolve issues related to assignment monitoring, employment, waivers, payroll and substitutes;
- Assist with development and maintenance of accurate records including personnel files, staffing allocation, staffing needs, leaves of absences, resignations, retirements and transfers;
- Develop and maintain current job descriptions for certificated positions;
- Coordinate, attend, and conduct a variety of meetings and committees
- Oversee data collection for CALPADS and assist with other personnel reports and surveys;
- Oversee school program staffing and prepare certificated employment contracts, including summer employment;
- Establish and implement appropriate and effective communications processes and strategies;
- Supervise, train and evaluate performance of assigned personnel;
- Assist with budget preparation and control;
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Principles, objectives, operations, practices and trends related to human resources in an educational environment;

- Principles, techniques, and procedures involved in the recruitment and selection of certificated staff, including building and sustaining a diverse workforce
- Principles, techniques, guidelines and strategies of labor relations and collective bargaining;
- Practices, procedures and policies involved in the investigation of grievances, employee disciplinary matters, complaints and other personnel issues;
- Employee data systems and workflow automation processes
- Methods, procedures and terminology used in benefits administration, credentialing and payroll processing.
- Principles and practices of evaluation, administration, supervision and training
- Budget preparation and control.
- Principles and practices of administration, supervision, and training
- Applicable laws, codes, regulations, policies and procedures

SKILLS AND ABILITY TO:

- Establish and maintain effective working relationships with a wide variety of individuals and interest groups;
- Plan and lead group meetings and collaborative decision processes;
- Investigate and resolve issues, conflicts and complaints in a timely manner with positive results;
- Analyze situations accurately and adopt an effective course of action;
- Provide consultation and technical expertise concerning programs and services;
- Supervise, evaluate and develop staff;
- Exercise sound judgment, flexibility, creativity and sensitivity in response to changing situations and needs;
- Demonstrate tact, patience and courtesy at all times;
- Multi-task, meet deadlines and establish priorities in a fast-paced work environment;
- Effectively manage a project with multiple participants;
- Work independently with little direction;
- Work under pressure to meet schedules and time lines;
- Communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

- Master's degree in a job-related area
- Experience as a Human Resources administrator
- Successful completion of ACSA Personnel Academy
- Minimum of three years experience as a site administrator with experience supervising and managing certificated personnel
- Experience participating on a negotiations team

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Services Credential
- Valid California driver's license

WORKING CONDITIONS:

- Indoor work environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.