

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, selection, and processing for certificated positions;
- Coordinate and provide support in the area of certificated 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;
- Oversee the certificated employee layoff process in collaboration with County Counsel including update and maintenance of the certificated seniority list;
- Assist in the management and resolution of personnel issues including complaints, grievances 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;
- Work with credentials staff to resolve issues related to assignment monitoring, employment, waivers and payroll;
- 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;
- Oversee data collection for CALPADS and assist with other personnel reports and surveys;
- Oversee and prepare employment contracts including for 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 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;
- 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;
- 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.

- Applicable laws, codes, regulations, policies and procedures

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 degree in human resources, education or related field;
- Minimum of three years of certificated teaching experience and three years in a certificated administrative position supervising and evaluating certificated personnel.

DESIRABLE QUALIFICATIONS:

- Experience as a Human Resources administrator
- Successful completion of ACSA Personnel Academy
- Experience as a certificated site administrator
- Experience supervising and managing certificated personnel
- Experience participating on a negotiations team

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential

WORKING CONDITIONS:

ENVIRONMENT:

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.