

# MONTEREY COUNTY OFFICE OF EDUCATION

## CHIEF HUMAN RESOURCES OFFICER

**CLASSIFICATION:** Certificated or Classified Senior Management  
**SALARY LEVEL:** 88  
**WORK YEAR:** 225

### **DEFINITION:**

Under the direction of the County Superintendent and the Deputy Superintendent, the Chief Human Resources Officer is responsible to ensure the effective development and implementation of processes related to all human resource functions. These functions include: recruitment, selection and retention of employees; evaluation monitoring of all employees; assignments of all personnel; personnel records; screening of applications; coordinating and implementing interviews; all employee/employer relations; chief spokesperson in negotiations; employee orientations; training of all administrative staff regarding HR processes and procedures; employee discipline; workers compensation; Skelley Hearings; bargaining unit contract management; and serves as a member of the Superintendent's cabinet.

### **SUPERVISOR:**

County Superintendent and Deputy Superintendent

### **POSITIONS SUPERVISED:**

Management staff as assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Represent and promote the Monterey County Office of Education and its mission with integrity, commitment, and distinguished leadership
- Prepare and supervise the preparation of recruitment and selection materials for personnel including advertisements, job announcements, application forms, and tests
- Supervise and/or participate in the screening of applications and conducting of necessary tests for employment
- Coordinate and facilitate interviews
- Direct the preparation of all job descriptions
- Coordinate and maintain classification studies
- Provide technical expertise, information and assistance to the Superintendent and/or Deputy Superintendent regarding human resources topics
- Provide leadership in contract negotiations with employee bargaining units

- Provide leadership to ensure all Superintendent Policies, Board Policies, Administrative Regulations, and Standard Operating Procedures related to human resources are current
- Ensure compliance with Human Resources policies and procedures
- Develop and coordinate the County Office employer/employee relations program
- Coordinate employee requests for transfer, promotion, leave of absence, reassignment, reclassification, sick leave, grievance, and termination or retirement from service
- Provide leadership to administrative supervisory staff with disciplinary matters
- Process recommendations for employee terminations; assemble and substantiate information for employee dismissals; and arrange for necessary meetings and hearings
- Provide leadership in the resolution of conflicts and other issues between employees and management
- Provide leadership in resolving complaints
- Supervise, train and evaluate assigned personnel
- Provide leadership in developing and coordinating administrator training
- Monitor credentials in school districts within Monterey County in accordance with SB 435
- Provide leadership to the Superintendent and members of the Cabinet on trends or issues related to human resources and recommend appropriate corrective action
- Determine out of class and additional duties assignments
- Provide leadership in analyzing legislation for potential effect on districts and MCOE to ensure compliance
- Demonstrate competency in the formulation, implementation and/or revisions of departmental policies, procedures to implement new laws
- Represent the department and/or management at meetings on employee committees and other activities
- Demonstrate competency in developing and delivering oral and written reports, recommendations to committees, agencies, and boards
- Prepare Board agenda items and information related to human resources topics
- Provide leadership in developing and conducting Tri-County meetings once each month
- Coordinate employee recognition events
- Coordinate County recruitment fairs and events
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative regulations

**OTHER DUTIES:**

Performs other job-related duties as required

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Master's degree from an accredited college or university in Education, Business, Public Administration, or related field.
- Minimum of five (5) years of administrative experience in human resources in public education.
- Effective administrative skills, working knowledge of the Education Code, Labor Code, State and federal regulations and understanding of budget development and management processes.
- Record of success as a human resources administrator.

### **Knowledge of:**

- Education Codes and Labor Law and other appropriate laws
- Principles, techniques, guidelines and strategies of labor negotiations and collective bargaining
- Bargaining unit contracts, contract negotiation and salary schedules
- Effective best practices for a Human Resources Department, County office organization and operations
- Principles and practices of budget preparation and administration
- Best practices in supervision, training of employees
- Best practices in writing effective performance evaluations
- Best practices in personnel administration, including methods and techniques used recruitment and selection, classifications of employees, and salary and benefits administration
- Working knowledge of Workers Compensation processes and procedures
- State credential requirements and procedures
- Develop effective position control systems to monitor staffing
- Working knowledge of administering health and welfare benefits plans
- Development of organizational charts

### **Skills and Abilities:**

- Demonstrate competency in planning, organizing and directing Human Resources functions and operations
- Operate modern office equipment including computer equipment
- Demonstrate competency in analyzing problems, identifying alternative solutions and make appropriate recommendations
- Interpret and apply federal, state and local policies, procedures, laws and regulations
- Demonstrate and interact tactfully, patiently and courteously with all levels of staff, public and administration
- Demonstrate competency in public speaking techniques
- Demonstrate competency in communicating effectively in English, both orally and in writing
- Develop and maintain the reclassification process and procedures
- Prioritize and schedule work
- Develop an annual department plan and budget
- Demonstrate competency in analyzing situations accurately and adopting an effective course of action
- Demonstrate competency in preparing and presenting materials in a clear and concise manner

- Demonstrate competency in the interworking between human resources and business departments
- Develop appropriate timelines and meet deadlines
- Work independently with minimal direction
- Demonstrate competency in preparing and presenting information to a variety of groups
- Direct the preparation and maintenance of a variety of narrative and statistical reports and files
- Demonstrate competency in developing positive working relationships between labor and management
- Demonstrate competency in working collectively with bargaining teams to insure positive labor relations
- Develop and conduct effective staff development programs
- Demonstrate competency in planning and developing agendas and conducting effective meetings
- Meet timelines
- Prepare comprehensive narrative and statistic reports

**Desirable Qualifications:**

- Doctoral degree in a relevant field
- Bilingual/Biliterate in Spanish

**Licenses and Certifications:**

- Certificated candidates must have a California Administrative Services Credential
- California Driver's License with evidence of insurability