

# MONTEREY COUNTY OFFICE OF EDUCATION

## SENIOR DIRECTOR HUMAN RESOURCES

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL:** 84  
**WORK YEAR:** 225

### **DEFINITION:**

Under the direction of the Chief Human Resources Officer, the Senior Director of Human Resources is responsible for assisting in planning, directing, managing, and overseeing the activities and operations of the Human Resources Department, including assigned programs and functional areas; coordinating assigned activities with other departments and outside agencies; providing highly responsible and complex administrative support to the Department; and acting as the Chief Human Resources Officer in his/her absence; supervise and evaluate the performance of assigned personnel.

### **SUPERVISOR:**

Chief Human Resources Officer

### **POSITION(S) SUPERVISED:**

Classified managers and classified staff 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 (not an exhaustive list) of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Assists the Chief Human Resources Officer in planning, directing, managing, and overseeing the activities and operations of the Human Resources Department, including assigned programs and functional areas
- Participates in the overall management of the Human Resources Department; assume day-to-day management responsibility for assigned services and activities including, but not limited to, employee recruitment and examination, classification and pay, employer-employee relations, training, staff recognition programs, employee benefits, organizational training and development, and affirmative action
- Participates in managing the development and implementation of the Department's goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures
- Administers a comprehensive recruitment, selection, and retention program for management, certificated and classified employees
- Develops and monitors procedures for the evaluation of classified, certificated, and management employees

- Advises and works with management, supervisory, and administrative support staff in departments in the consistent interpretation and application of personnel rules, policies, and procedures, and negotiated memoranda of understanding
- Coordinates assigned activities with other departments and outside agencies; provide highly responsible and complex administrative support to the Department
- Assists County divisions/departments/schools in the full range of employee and labor relations questions and issues; confer with others as appropriate to resolve problems
- Interprets and apply state and federal laws, legislation, and case law; assists the Chief Human Resources Officer in ensuring compliance with legislative, regulatory, and judicial mandates
- Assists in the development, implementation, monitoring and analysis of management, certificated and classified professional development
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to personnel and assigned activities; presents staff reports and other necessary correspondence
- Implements systems that ensure quality control and coordination of records with the payroll department
- Assists with the development and preparation of the annual preliminary budget for the Human Resources Department; analyzes and review budgetary and financial data; controls and authorizes expenditures in accordance with established limitations
- Explains, justifies, and defends Division programs, policies, and activities; negotiate and resolve sensitive and controversial issues
- Performs tasks related to collective bargaining including preparation for and participation in negotiations, mediation, interpreting contract language, and distribution of contracts
- Supervises and evaluates the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Performs a variety of technical duties and provide assistance to prospective and current personnel; resolve personnel issues and concerns with discretion and confidentiality
- Attends and participates in professional group meetings; maintain awareness of new trends and developments in the field of human resources; incorporate new developments as appropriate

**OTHER DUTIES:**

Performs other job-related duties as required

**PHYSICAL AND MENTAL CHARACTERISTICS:** The following is a list of duties that is representative of the position that includes but is not limited to:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone and 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 at normal conversational distance or on the telephone; physical mobility sufficient to move about the work environment (office and location) and drive an automobile; physical strength sufficient to lift 40 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason and define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Bachelor's degree from an accredited college or university with major course work in human

resources management, public administration, psychology, business administration, or a related field

- Minimum of three (3) years of professional administrative experience in a school district or county office with increasing responsibilities in duties related to personnel, employment and teacher credentialing

### **Knowledge of:**

- Planning, organization and direction of the operations, services, and activities of a comprehensive human resources program
- Principles and practices of program development and administration
- Principles of supervision, training, and performance evaluation
- Principles and methods of recruitment, examination, classification and pay, and performance appraisal
- Federal, state, and local laws and regulations pertaining to human resources management, employer-employee relations, and sexual harassment
- Pertinent federal, state, and local laws, codes, and regulations
- Budget preparation and control

### **Skills and Abilities:**

- Manage and direct a comprehensive human resources program
- Develop and administer division goals, objectives, and procedures
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments
- Identify and respond to sensitive community and organizational issues, concerns, and needs
- Plan, organize, direct, and coordinate the work of department staff
- Delegate authority and responsibility to appropriate staff
- Select, supervise, train, and evaluate staff
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Understand, interpret, and apply provisions of applicable laws, ordinances, regulations, and memoranda of understanding
- Interpret and administer memoranda of understanding covering wages, benefits, terms and conditions of employment
- Use initiative, discretion, and good judgment in resolving human resources issues
- Respond to stressful and sensitive situations in a professional and confidential manner
- Plan, organize, and direct Countywide employee and labor relations programs
- Interpret and apply applicable federal, state, and local policies, laws, and regulations
- Establish and maintain effective working relationships with those contacted in the course of work
- Create and maintain a positive, professional, working team
- Communicate clearly and concisely, both orally and in writing
- 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

### **Licenses and Certifications:**

- California Driver's License with evidence of insurability

**Desirable Qualifications:**

- Master's degree from an accredited college or university with major course work in human resources management, public administration, psychology, business administration, or a related field
- Bilingual/Biliterate in Spanish

Approved 06.20.16  
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