

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2019
SALARY SCHEDULE: #21
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 1, 6, 8**

DIRECTOR II – HUMAN RESOURCES

DEFINITION

Under administrative direction, responsible for planning, developing and implementing a comprehensive human resource management program including recruitment, selection, employment, training, job analysis, classification studies, management development, performance appraisal, and personnel services.

EXAMPLES OF DUTIES

Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the department;

confer with the Division Administrator regarding major personnel and employee relations activities or problems;

supervise, train and evaluate staff in the Human Resources department;

ensure the principals of the merit system are adhered to under the direction of the Personnel Commission;

act as the secretary to the Personnel Commission by preparing or having prepared the agenda, minutes, and supporting materials for all meetings; and the annual report of the Personnel Commission;

direct recruitment, testing, and selection activities for classified and certificated staff;

direct the upkeep and maintenance of centralized personnel records;

ensure that Federal and State regulations, Education Code, and Rules of the Personnel Commission are adhered to as they relate to employment activities;

develop, implement, interpret and evaluate policies and procedures related to human resources functions for both certificated and classified personnel;

serve as a resource to school districts within Kern County in human resources/personnel administration and implementation, with delegation of specific assignments by the Division Administrator;

oversee administration of the department's position control system;

work cooperatively with other departments;

advise department managers and supervisors on interpretation and application of personnel policies and procedures;

counsel all personnel with conflict resolution and communicates with employee unions as necessary;

as delegated, serve as a representative of the Personnel Commission and Kern County Superintendent of Schools in working with recognized classified employee organizations;

assist in the performance appraisal and progressive discipline process for all personnel.

act as Chair of the Classified Professional Growth Committee.

QUALIFICATIONS

Knowledge of:

Current human resource management strategies, office management, Rules of the Personnel Commission, personnel policies and procedures of the Kern County Superintendent of Schools Office, and basic accounting principles;

knowledge of and willingness to stay abreast of current trends, innovations and practices in *human resources* administration and related administrative areas;

special knowledge in human resources/personnel administration and school administration;

possession of a broad range of professional skills, together with the capacity for growth and renewal.

Ability to:

Be free of prejudice or bias in order to ensure impartiality in the performance of job duties and responsibilities.

Plan, organize, administer, review, and evaluate a broad, centralized human resource service program;

select, train, motivate and evaluate assigned staff;

develop, implement and interpret goals, objectives, procedures, work standards, and internal controls;

exercise sound independent judgment and initiative within established guidelines;

establish an appropriate working relationship with all divisions and departments of the Office;

work and communicate with people effectively and cooperatively;

provide leadership and represent the office effectively in committees, workshops, and various types of group meetings internally, in the county, or at the state level.

Experience:

A minimum of five (5) years of increasingly responsible management experience, including experience in employee supervision and performance management;

experience in Human Resources is preferred.

Education:

Graduation from a four-year college or university required.

Coursework in human resources management, public or business administration is preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: rn

8/13/19

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