KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 2026
SALARY SCHEDULE: #96
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 1, 6, 8

CHIEF HUMAN RESOURCES OFFICER
HUMAN RESOURCES AND STAFF DEVELOPMENT

DEFINITION
Under administrative direction, the Chief Human Resources Officer plans, organizes, directs, coordinates, and evaluates the day-to-day operations of the division of Human Resources and Staff Development.

EXAMPLES OF DUTIES
Direct and coordinate the daily operations of the division to ensure efficient, timely, accurate, and responsive service delivery;

establish, implement, and evaluate operational procedures, workflows, internal controls, service standards, and performance measures;

oversee the administration of recruitment, examination and selection processes, hiring, onboarding, classification, compensation, position control, personnel transactions, and employee separations;

direct the administration of employee leaves, return-to-work processes, and reasonable accommodations;

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

monitor workload, staffing, deadlines, and service delivery to ensure the division meets organizational needs and applicable legal requirements;

monitor changes in employment law and regulatory requirements and recommend operational changes, training, or policy revisions to the Associate Superintendent;

support the administration of grievance procedures and labor-relations processes in accordance with established agreements, protocols, and direction;

oversee and monitor employee recruitment, vacancy, turnover, retention, and workforce data to identify trends and recommend responsive strategies;

supervise, direct, evaluate, and develop assigned division directors, coordinators, and support personnel;

assist the Associate Superintendent with development and monitoring of the Human Resources Division budgets;

advise and counsel management and employees regarding grievance and disciplinary procedures and actions;

promote a collaborative, ethical, impartial, and solutions-oriented culture within the division;

may assist the associate superintendent with local school district superintendency search options;

implement policies, administrative regulations, procedures, and strategic initiatives established or approved by the Associate Superintendent and Superintendent;

attends appropriate professional meetings within the county and at the state level;

serves as Executive Officer for the Personnel Commission;

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

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Theory, principles, practices, and techniques of human resources administration in public-sector and educational environments;

California Education Code and applicable federal and state employment laws and regulations;

recruitment, selection, classification, compensation, personnel administration, employee relations and performance management;

investigation principles, workplace complaint procedures, documentation practices, and confidentiality requirements;

merit-system principles and procedures;

principles of supervision, organizational development, employee engagement, and customer service. Budget administration and oversite.

Ability to:

Plan, organize, administer, review, and evaluate a broad, centralized human resource services program in a public educational agency;

interpret and apply laws, policies, regulations, and agreements to personnel matters;

exercise sound independent judgment and initiative with discretion, impartiality, and confidentiality;

analyze complex employment issues, identify risks, and recommend appropriate courses of action;

supervise, develop, motivate, and hold employees accountable;

manage multiple priorities, competing deadlines, and sensitive matters effectively;

communicate clearly and professionally in writing and orally;

establish and build effective working relationships with employees, administrators, employee representatives, and district partners;

cultivate and sustain a positive, engaging, and inclusive workplace culture that promotes joy, enthusiasm, employee satisfaction, mutual respect, and a shared sense of purpose;

translate executive direction into effective, consistent, and sustainable operational practices.

Education:

Graduation from a four-year college or university with major coursework in public or business administration, employee relations, human resources management, or a related field.

Experience:
Eight years of increasingly responsible human resources program management experience or in public school administration including five years' experience in employee supervision and program development and implementation.

Condition of employment:
Requires proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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.

CP:rn
11/6/2026
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