

# Job Description

## Yolo County Office of Education

### Assistant Director - Human Resource Services

#### Purpose

The job of Assistant Director – Human Resource Services is done for the purpose/s of planning, coordinating and supervising human resources office functions; coordinate and perform highly responsible and sensitive personnel administration duties that require independent judgement, analysis and specialized and technical skills with application and interpretation of collective bargaining agreements, data, facts, procedures and policies; provide functional and technical guidance to obtain, prepare, share and exchange data with administrative, internal and external clients; assist in maintaining the smooth transactional and operations of the departments for efficiency; aiding in assuring programs are operating within the appropriate parameters and remain in compliance with the appropriate federal, state, or local regulations; training and supervising the performance of assigned staff; assist with the new change initiatives and objectives introduced into Human Resource Services and the Payroll Department which aligns with our organizational goal, vision, mission and strategic plan.

This position reports to the Executive Director of Human Resource Services.

#### Essential Functions

Assist in the coordination and administering of activities related to staffing and operational activities of the Human Resources and Payroll departments including monitoring and reporting on the effectiveness of transactional and operational activities.

Oversee the Public Records Act (PRA) requests. Request for Information (RFI) requests, bargaining unit reports or auditors (e.g. provides audit function for internal control, federal and state compliance, etc.) for the purpose of providing requested documentation or information, and/or coordinating activities in support of for Human Resources and Payroll departments.

Assist in the development and overseeing of policies and procedures manual for Human Resources and Payroll; assist in the implementation of annual goals and objectives for the department.

Maintain knowledge of current and pending legislation related to assigned activities; research, train and implement federal, state, and local changes including policies and procedures, development, and implementation; interpret, explain and implement necessary changes, as directed.

Maintain oral and written communications with county office, school districts, external agencies, and internal departments and programs regarding human resources matters.

Prepare memorandums, letters, forms, responses, and other documents related to personnel issues or services on behalf of the county office; prepare documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices.

Research and compile data, reports, and information necessary for the effective operations of human resource services; contact governmental agencies; document government and education codes and maintain process and procedure information.

Oversee the departmental and operational staff attendance and/or coverage of the departments to ensure the efficiency of services being provided to internal and external customers; identify internal and external operations for areas of improvement.

Participate as a member of the negotiating team; prepare related projections and analyses of data for negotiating teams and duties related to labor relations.

Plan, coordinate and supervise an assigned human resources office function; perform specialized and technical work requiring the application and interpretation of data, facts, procedures, and policies; provide functional or technical

guidance to obtain, prepare, share and exchange data with administrative personnel, including internal or external representatives.

Prepare a variety personnel or staffing reports; analyze and reconcile data; assure timely and accurate submission of reports to state, federal or local agencies.

Perform assigned duties for recruitment, hiring, screening, interviewing, consulting with job applicants, reference checking, and preparing results of interviews; attend job fairs, conferences, professional development training or meetings as needed.

Confer with employees, administrators, and applicants regarding workplace issues, performance issues, staffing and other personnel issues; provide information and assistance regarding personnel policies and procedures; interpret, apply, and explain laws, codes, rules, and regulations.

Oversee the processing of personnel actions such as transfers, promotions, retirements, letters of agreement and others as assigned.

Oversee assigned duties associated with position control, salary schedule placement, management information systems, and others as assigned.

Oversee and support assigned staff in determining acceptable units for salary advancement or increases for employees according to established county practices.

Prepare and present oral and written presentations to a wide range of audience, including presentations to administrators, supervisors, and employees regarding various human resources policies and procedures; attend and conduct a variety of meetings as assigned; provide necessary personnel information for decision-making; provide workshops and training to County Office or school district staff as needed; participate on assigned committees.

Provide technical expertise, information, and assistance to the Executive Director – Human Resource Services regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; assist and facilitate meetings, as needed.

Assist with coordination of certificated and classified staffing at sites/programs and departments including the layoff and/or re-assignment process.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, terminations, and disciplinary actions.

Provide excellent customer service by establishing positive relationships with county and school district personnel, applicants, representatives from external organizations and others; respond to phone calls, emails, letters, and other communications.

Promote teamwork by sharing knowledge, providing cross training for other employees, cooperating with others, participating in meetings and work groups, and support the goals and objectives of the county and the departments.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job includes but are not limited to: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include but are not limited to: principles of organizational transformation and understanding of organizational issues and challenges; the data inquiry process; effective management practices and supervision techniques; computer software applications relevant to educational assessment and research; standard office practices, procedures operations and objectives; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but differentiated processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working with detailed information; demonstrate exceptional communication skills – both written and verbal; provide excellent active listening skills; clearly articulate messages to a variety of audiences; establish and maintain strong relationships; influence others and move toward a common vision or goal; be flexible and adaptable to change; able to work in ambiguous situations; demonstrate problem-solving and root cause identification skills; work effectively at all levels in an organization; be a team player and able to work collaboratively with and through others; familiarity with project management approaches, tools, and phases of the project lifecycle; apply advanced computer literacy skills, including fluency with MS Office software and statistical software programs; demonstrate strong verbal, written and graphical communication skills: Interpersonally, in consultative and facilitative roles, and as a presenter. Create and maintain strong relationships with interdepartmentally to advance Human Resource and Payroll service’s mission and ensure positive outcomes; and coordinate logistics as well as the ability to be flexible and problem-solve.

**Responsibility**

Responsibilities include but are not limited to: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; directing the use of personnel transactional and operational work unit. Utilization of resources from other work units may be required to perform the job’s functions. There is a continual opportunity to impact the organization’s services.

**Work Environment**

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

- Experience:** Job related experience with increasing levels of responsibility is required.
- Education:** Bachelor’s degree in job-related area.
- Equivalency:** Associate degree in job-related area or industry related certification with job related experience, or a minimum of eight years of experience in personnel, public or business administration, labor relations, employee compensation or a related field

**Required Testing:**

**Certificates and Licenses**

Valid Driver’s License & Evidence of Insurability

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Exempt – Management

**Approval Date**

11/7/2023

**Salary Grade**

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