

Application Procedure

An application will be considered complete upon receipt of the following documents.

- ❖ A cover letter stating reasons for application and summarizing candidate's qualifications.
- ❖ Resumé
- ❖ Official or Unofficial Transcripts
- ❖ A classified management application form completed as instructed. Applications can be downloaded from the Humboldt County Office of Education's website at <https://www.hcoe.org/employment> or contact the Personnel Department for applications, job description, and assistance at (707) 445-7039.
- ❖ Two or three letters of recommendation

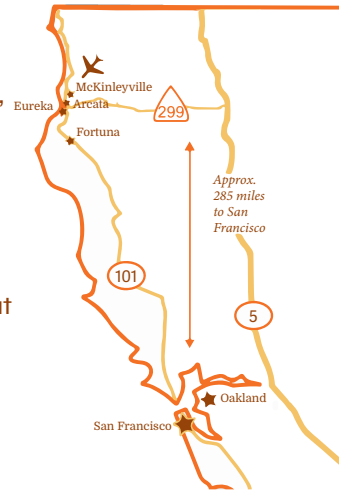
All application materials are to be sent to:

Personnel
Humboldt County Office of Education
901 Myrtle Ave. Eureka, CA 95501
(707) 445-7039
personnel@hcoe.org

Inquiries are encouraged by interested parties, and should be directed to Personnel at 707-445-7039

**First review of applications will be
November 24, 2023**

Humboldt County, best known for its beautiful redwoods, fishing and an abundance of working artists, is located about 285 miles north of San Francisco and about 70 miles south of Oregon. The major industries include forest products, agriculture, fishing and tourism. Both Cal Poly Humboldt and College of the Redwoods greatly contribute to the cultural and educational opportunities of the county. With a moderate coastal climate, good air quality, and great recreational opportunities, Humboldt County is truly a delightful place to live and work.



For additional information on Humboldt County please check these Internet links:

Humboldt Online Guide
www.humguide.com

Convention & Visitors Bureau
www.visitredwoods.com

Humboldt County Office of Education
www.hcoe.org

Cal Poly Humboldt
www.humboldt.edu

College of the Redwoods
www.redwoods.edu



The HUMBOLDT COUNTY OFFICE OF EDUCATION

*is accepting applications
for the position of:*

DIRECTOR OF HUMAN RESOURCES



Position Description

Under the direction of the Superintendent, and in accordance with the policies and procedures of the Personnel Commission, the Director of Human Resources ("Director") is responsible for overseeing and managing all aspects of Human Resources (HR) operations within the Humboldt County Office of Education (HCOE). This position plays a critical role in supporting the organization's vision and mission by ensuring the effective recruitment, development, and management of a diverse and highly qualified workforce.

The Director oversees the overall strategic direction, planning, coordination, administration, and evaluation of HR at HCOE, which has over 330 staff in various locations throughout Humboldt County. The Director is responsible for developing and ensuring effective implementation of plans, systems, policies, and processes for all aspects of HR within a dynamic and fast-paced work environment. This position requires a true strategic thinker who is collaborative and capable of building consensus and commitment toward HCOE's vision, mission, strategic goals, and shared outcomes. The Director coordinates the activities of the Personnel Commission and acts as Secretary to the Commission.

This position is under the supervision of the Superintendent, who shall evaluate the Director in coordination with the Personnel Commission. The Director shall supervise the staff within the HR Department.

Minimum Qualifications

❖ Be knowledgeable of:

1. Essential practices of effective HR leaders;
2. Effective use of various technology tools as they apply to HR functions;
3. The Merit System and rules for the Personnel Commission;

4. Credentialing requirements and emerging trends, opportunities and challenges with regards to credentialing processes and procedures;
5. Applicable employment laws, regulations, labor negotiations, and HR best practices.

❖ Be able to:

1. Develop and foster effective individuals and teams;
2. Operationalize the organizational vision, mission, goals, shared values, and guiding principles;
3. Demonstrate emotional intelligence;
4. Model inclusive, effective, and authentic communication;
5. Apply knowledge of the intersectionality of race, equity, and inclusion;
6. Build and sustain positive, trusting relationships;
7. Conduct HCOE operations with the highest moral, legal, and ethical principles.

❖ Education and Experience

1. Bachelor's degree in Human Resources, Business Administration or a related field (Master's degree preferred) OR equivalent years of Admin/ Supervisory roles in K-12 educational setting.
2. HR certification is highly desirable (e.g., SHRM-CP, SPHR).
3. Several years of progressive HR leadership with supervisory experience, preferably in the education sector;
4. Strong interpersonal and communication;
5. Exceptional problem-solving and decision-making;
6. Leadership and team management experience.

As a Senior Manager, the Director is expected to be present and available during regular office hours and may be required to work evenings, weekends, and holidays. The Director will primarily be working in an office environment and is expected to drive a vehicle as needed to conduct work.



Salary and Fringe Benefits

- ❖ Salary Range: \$114,516 - \$163,529*
- ❖ 8 hrs/day, 5 days/wk, 260 days/yr
- ❖ Family health, dental, and vision insurance
- ❖ Paid educational association membership

**Placement based on background and experience*

Selection Process

- ❖ Completed application files will be screened by a committee which will select the best qualified candidates to be invited to a technical interview.
- ❖ Initial interviews will be conducted by a diverse educational panel who will evaluate and rate each candidate's job-related knowledge, skills, abilities, background and leadership potential.
- ❖ A review of background will be conducted on the top candidates from the interviews.
- ❖ A second round interview will also be conducted before final appointment.