

**THE HUMBOLDT COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

**October 10, 2023  
3:00 P.M.**

Humboldt County Office of Education, 901 Myrtle Ave., Eureka, Ca. 95501  
The Annex

**REGULAR SESSION AGENDA**

**1.0 CALL MEETING TO ORDER/ROLL CALL**

**2.0 REVIEW/APPROVE MINUTES OF September 12, 2023**

**3.0 PUBLIC COMMENT (Five-minute limit)**

**4.0 SUPERINTENDENTS REPORT**

**5.0 ACTION ITEMS**

**5.1 Reclassifications & Updated Job Descriptions – Colby Smart**

**5.1.1** Credential Services Manager

**5.1.2** Director of School Safety and Preparedness

**5.2 New Job Description – Michael Davies-Hughes**

**5.2.1** Director of Human Resources

**6.0 PERSONNEL UPDATES**

**6.1 REPORT BY DIRECTOR OF PERSONNEL**

**6.2 NEW HIRES**

- Behavior Health Clinician – SELPA (FTE 0.70)
- Early Childhood Education Manager – Special Beginnings (FTE 1.0)
- Para Educator – Special Education (FTE 0.86)

**6.3 POSITION SEPARATION**

- Behavior Support Assistant – SELPA (FTE 1.0)
- Bus Driver – Transportation (FTE 1.0)
- Nutrition Education Coordinator - Nutrition (FTE 1.0)

**6.4 VACANT POSITIONS**

- Instructional Aide – Court & Community Schools (FTE 0.86) *\*currently on hold*
- Para Educator – Court & Community Schools (FTE 0.86)

- Community School Greenhouse Technician – Court & Community Schools (FTE 1.0) *\*setting interviews*
- Work Based Learning Specialist – Career & College Resources (FTE 1.0)
- Para Educator (pooled – multiple positions) – Special Education, Glen Paul (FTE 0.86)
- Para Educator (pooled – multiple positions) – Special Education, Glen Paul (FTE 0.86)
- Para Educator – Special Education, Glen Paul (FTE 0.86) *\*currently on hold*
- Para Educator – Special Education, Glen Paul room specific (FTE 0.86)
- Occupational Therapist – Special Education (FTE 1.0)
- Certified Occupational Therapy Assistant – Special Education (FTE 1.0)
- Budget and Accounting Analyst – Special Education (FTE 1.0) *\*interviews being set*
- Speech & Language Pathology Assistant – Special Education (FTE1.0)
- Business Advisor – Business (FTE 1.0)
- Principal Account Technician/Itinerant Services – Business (FTE 1.0) *\*position being offered*
- Early Childhood Educator 1 – Special Beginnings (FTE 0.68)
- Para Educator – Special Beginnings (FTE 0.86)
- Certified Behavior Support Technician – SELPA (FTE 0.93)
- Behavioral Health Clinician – SELPA (FTE 1.0) *\*setting interviews*
- School Nutrition Programs Specialist – Learning Support Services (FTE 1.0)
- School Bus Driver – Transportation (FTE 1.0)

## 7.0 REVIEW TRAVEL CLAIM

## 8.0 ADJOURNMENT

**HUMBOLDT COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

**MINUTES**

**September 12, 2023**

**1.0 CALL TO ORDER** The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on September 12, 2023. Commissioner Will Folger called the meeting to order at 3:01 p.m.

**Present** - Commissioners Will Folger and Joe McKinzie

**Absent** – Commissioner Danette Demello

**Others Present-** Michael Davies-Hughes – County Superintendent of Schools; Colby Smart – Deputy Superintendent; Katie Cavanagh – Assistant Superintendent, Student Programs and Services; Felicia Doherty – Program Manager of School Support

**Public-**None present

**2.0 REVIEW OF THE MINUTES** Commissioners reviewed the minutes from July 18, August 08 and September 05, 2023. Commissioner McKinzie made a motion to approve minutes. Commissioner Folger seconded. Motion carries.

**3.0 PUBLIC COMMENT** No comment.

**4.0 SUPERINTENDENTS REPORT** Superintendent Davies-Hughes brought the Commissions' attention to a current bill being brought forward to the governor's desk. Assembly Bill 1699 proposes changes to current California educational hiring practice for classified employees. Current, nonprobationary classified employees who meet, or could possibly meet, the minimum qualifications for a vacant position if they were provided with up to 10 hours of paid training by the employer, would be given preference for filling the vacancy. Positions would be posted for ten days in-house only, prior to making any posting outside the organization. This bill seems to have the support of the unions, but represents a challenge for employers to implement. The bill is not signed as of yet, but general thought is that it may likely be signed, with amendments. Superintendent Davies-Hughes also gave a short update regarding the Personnel Department. Administration is reviewing and revising the job description for a new Director of Personnel/Personnel Director and once finished, he will bring this description forward for approval by the Personnel Commission.

**5.0 ACTION ITEMS**

**5.1 New Job Description – Felicia Doherty and Colby Smart**

**5.1.1 Community School Greenhouse Technician:**

Felicia Doherty advised the Commissioners that this is a new, unique position that will support instruction with the Humboldt Hydro Farms program. In the past, the Court and Community Schools have been contracting with AM Hydro, but this is not a long term solution for the need for a full time position with HCOE. After assessing the need and future viability of such a position, she is bringing forth this description for review and approval. The position is specialized to the greenhouse and that particular CTE program. There has been increasing expansion – East High has now signed on, as well. Deputy Superintendent Smart advised that this position is unique in the types of technology and data systems used to run this program and the greenhouse itself, along with the unusual hours (primary point of contact if something happens in the middle of the night – a sort of “on-call” situation). PSPS outages, potential break-ins, etc, all necessitate the need for the schedule, as many other things will be affected should the greenhouse experience a power failure. Produce from the greenhouse is distributed to local food banks and schools, and someone needs to be available to troubleshoot issues as they arise. Commissioner Folger wanted to know if, among the many Technician variations throughout the HCOE organization, this position had been researched and compared for appropriate placement on the salary schedule (range 12), parity, etc. Deputy Superintendent Smart advised that it had been reviewed and he stands behind the recommendation made today. Commissioner McKinzie confirmed that this is a 12 month position and then moved to approve the position as proposed. Commissioner Folger seconded. Motion carries.

## **6.0 PERSONNEL UPDATES**

### **6.1 REPORT BY DIRECTOR OF PERSONNEL**

- 6.1.1 Superintendent Davies-Hughes will be providing updates until a new Director of Personnel is hired. He advised that although there are a number of vacancies, he is pleased to see HCOE has been filling them with quality applicants.

**7.0 REVIEW TRAVEL CLAIM** Commissioners have signed their claims and will return them at close of meeting.

**8.0 ADJOURNMENT** Commissioner Folger adjourned the meeting at 3:15 p.m.

## RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

**AGENDA ITEM: 5.1.1**

**DATE OF MEETING: 10/10/2023**

**JOB TITLE:**

**NEW** **Modified** *Second reading*

Credential and Data Analyst to Credential Services Manager

**DEPARTMENT/PROGRAM :** Personnel

**BACKGROUND INFORMATION**

After a job description review and salary analysis, it was determined that the job description did not reflect the full scope of duties. In addition, it has been determined that this position should be reclassified to Classified Management 6.

**RANGE/SALARY**

*Remain the same* **Re-classify**

Classified Management 6

## **CREDENTIAL ~~& DATA ANALYST SERVICES~~ MANAGER**

**Classification: Classified Management**

### **POSITION SUMMARY**

Under the direction of the ~~Coordinator~~ Director of Personnel Services, this position provides credential support to districts and individuals, assuring compliance with California Commission on Teacher Credentialing regulations as set forth in California Education Code and acts as the Lead Assignment Monitor for HCOE. ~~and as the lead for the California Longitudinal Pupil Achievement Data System (CalPADS) support to districts in the County.~~

To qualify for this position, prospective incumbents will comply with the qualifications and demonstrate the ability to facilitate credential processing and credential compliance, perform formal assignment reviews and serve as the lead for CalPADS **credentialing** support for a large number of districts and individuals. Excellent communication, presentation and customer service skills are required throughout the range of potential tasks, as is coordination of a large and complex array of related tasks and responsibilities.

### **DISTINGUISHING CHARACTERISTICS**

This position provides important direction and professional guidance on an array of credentialing related topics to the Humboldt County Office of Education, LEA's and charter schools. In addition, this position is the first point of contact for certificated staff in Humboldt county (including pre-service) on credentialing related questions.

### **SUPERVISION RECEIVED AND EXERCISED**

This position is under the supervision of the Director of Personnel Services and is responsible for supervising assigned classified staff.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (EXAMPLES OF ESSENTIAL JOB FUNCTIONS)**

Duties and responsibilities may include, but are not limited to, the following:

- Serve in the role of credential Assignment Monitor for the County;
- Provide support for administrators and employees regarding academic credential requirements, including the process of receipt, review and registration of approved credentials; collaborate with administrators/districts to submit applications to the California Commission on Teacher Credentialing (CCTC) for credentials and emergency permits;
- Conduct routine audits of teacher assignments and verify credentials; advise administrators and teachers of the potential deficiencies in credentials, as well as the

upcoming need for renewal; produce, analyze and submit credential reports to the CCTC as required;

- Counsel credential applicants regarding requirements for credential compliance;
- Maintain up-to-date computerized records of all Temporary County Certificates, Emergency Permits and Waivers in the county;
- Maintain files and take appropriate action with records (such as Notices of Delay (NOD) and All Points Bulletins (APB)) received from the Department of Justice for all employees of HCOE; work with other Personnel staff to alert districts of NOD and APB information; prepare special or routine reports for the County Superintendent or designee as assigned;
- Maintain ongoing communications with school districts on credential procedures, law, rules and proposed changes; maintain up-to-date knowledge of credential requirements and procedures; may attend conferences and workshops to stay current with CCTC requirements;
- Plan and participate as needed in job fairs or other recruitment activities to provide advice and expertise on the requirements and procedures for attaining academic credentials;
- Perform credential/assignment compliance audits on a scheduled basis and assist districts in resolving any deficiencies, **including providing support on the recommendation and processing of permits;**
- Maintain and provide up-to-date credentialing information for districts and individuals, including workshops and handouts;
- Establish and maintain positive working relationships with the CCTC, with school districts and with individuals;
- Assure that the credentialing office of HCOE provides excellent customer service;
- Assist and provide back-up to the Credential Technician with tasks related to the County Office's mission, vision, goals and activities;
- Support districts in their work with the California State Assignment Accountability System (CalSAAS), including a deep knowledge of CalPADS as it pertains to CalSAAS;
- Serve in the role of Monitoring Authority within CalSAAS;
- ~~Serve as a CalPADS touchpoint for districts~~
- ~~Participate as the lead and active member of the HCOE CalPADS Team and contribute to the greater application of CalPADS support throughout the County~~
- Perform other duties as assigned or required to accomplish the objectives of the position;
- **Conduct assignment monitoring of all certificated staff in Humboldt County, such as CalSAAS, which includes meeting and training with district administrators;**
- **Process and maintain a credential registry for all certificated staff in Humboldt County;**

- Process emergency permits, including STSPs, PIPs, 30-day credentials, etc;
- Manage and oversee the Humboldt County Substitute Consortium;
- Audit and follow up on pay holds and communicate status with districts and charter Schools;
- Conduct large and small group presentations in regard to orientations and recruitment efforts;
- Participate and support the development of HCOE's efforts in improving pathways into the teaching profession (e.g. Residency, Intern, etc.);
- Participates in program accreditation process.

### **QUALIFICATIONS (aka EMPLOYMENT STANDARDS)**

#### **Knowledge of**

- Education issues, credentialing requirements and processes;
- Extensive knowledge of credentialing procedures, laws, regulations and requirements;
- Extensive knowledge of the CalSAAS system;
- Knowledge of CalPADS as it relates to the CalSAAS system;
- Knowledge of CalPADS as it relates to other divisions in the organization;
- Extensive understanding of employment laws and credentialing procedures governing academic professionals (California Education Code, Title V);
- Math skills sufficient to compute sums, quotients, fractions, percentages and ratios;
- Sufficient human relations skills to communicate technical and highly complex concepts to others and convey a positive, service-oriented image of the department;
- Assessment and evaluation strategies for administrators and programs; goals, requirements and guidelines of the State of California's Commission on Teacher Credentialing regarding teacher and administrative preparation programs;
- Methods of communication between agencies served by the County Office of Education on a countywide, regional and statewide basis;
- Effective organization and communication strategies;
- Expert knowledge of office methods, practices and procedures; expert English usage, spelling, grammar and punctuation;
- Standard office machinery, including computers;
- Written and oral communications, including language mechanics, syntax and English composition;
- Safe work practices.



**Ability to:**

- Comprehend, interpret and apply laws, rules, regulations, policies and procedures pertaining to programs, services and contract regulations;
- Understand the organization, operation and mission of the County Office and of outside agencies as necessary to assume assigned responsibilities;
- Research, acquire and evaluate appropriate data for effective problem solving and/or decision-making;
- Analyze situations carefully and recommend appropriate, effective courses of action;
- Establish and maintain cooperative and effective working relationships with those contacted during the performance of job duties;
- Use discretion and maintain confidentiality as appropriate when communicating with others;
- Respond promptly to requests from internal and external clients; provide needed information, assistance, training, materials and resources;
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines, including maintaining accurate records and files;
- Work independently in a variety of situations; work on several major projects simultaneously and follow through on tasks with intermittent supervision;
- Coordinate assigned projects with County Office departments, districts, schools, community and other agencies;
- Develop and maintain positive and cooperative working relationships, including having the ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
- Utilize technology effectively, including email, spreadsheets, databases and word processors;
- Communicate effectively in a professional manner both orally and in writing;
- Maintain an orderly work environment and perform tasks in prescribed and safe manner;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change; demonstrate initiative.
- ~~Demonstrate extensive Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes~~
- ~~Demonstrate extensive database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records~~
- ~~Demonstrate extensive spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers~~

- ~~Demonstrate extensive email skills, including the ability to send and open a file attachment~~
- ~~Demonstrate competency of extensive email skills~~
- ~~Demonstrate competency in extensive Internet usage including the ability to use web browser to view web pages, use a search engine, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, and observe copyright regulations~~

## **EDUCATION AND EXPERIENCE**

### **Minimum Required:**

#### **Education**

- Demonstrated completion of at least a two (2) year college program which resulted in an Associate's Degree or equivalent, with an emphasis in public administration or a closely related field.
- Bachelor's Degree from an accredited college or university is preferred.
- Additional equivalent experience may be substituted for college education year for year.

#### **Experience**

- ~~Four-Five~~ (5) years of increasingly responsible experience in a public school or similar agency.
- Additional, progressively responsible experience in a human resources or school setting may substitute for formal education.

## **WORKING CONDITIONS (WORK ENVIRONMENT)**

- Work is in a fast-paced office environment, sitting and standing for extensive periods of time.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Positions in this classification work indoors and sit for long periods of time;
- The position requires daily oral communication in person and on the telephone, and frequent written communication;
- The work involves operating a computer, calculator, copier and other equipment, and involves repetitive arm and hand-movement;
- Reaching and lifting up to forty (40) pounds, with assistance.

## **OTHER REQUIREMENTS**

- Must be fingerprinted and a satisfactory Department of Justice records, check must be received by HCOE prior to employment

- TB testing will be required upon employment
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment
- May be required to drive and travel for work, requiring a current California driver license

Classified Management

Range **4 6**

Reviewed & updated: CJS 10/02/23

PC Approved:

## RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

**AGENDA ITEM: 5.1.2**

**DATE OF MEETING: 10/10/2023**

**JOB TITLE:**

**NEW** **Modified** *Second reading (highlight one)*

School Safety Director to Director of School Safety and Emergency Preparedness

**DEPARTMENT/PROGRAM** : Prevention and Intervention

**BACKGROUND INFORMATION**

The School Safety Director was created in 2022. This was a new position to the organization and since inception it was evident that the duties required of the position were not adequately reflected in the description. In addition, a comprehensive salary analysis was completed by comparing like positions regionally. It is recommended that this position be re-classed to Classified Management 5.

**RANGE/SALARY**

*Remain the same* **Re-classify**

Classified Management 5

**SCHOOL SAFETY DIRECTOR DIRECTOR OF SCHOOL SAFETY AND PREPAREDNESS**

**Classification: Classified Management**

**POSITION SUMMARY**

Under the general supervision of the Director of Prevention and Intervention, serves as a key member of the Prevention and Intervention Department. Serves as a key training, technical and informational contact between the Humboldt County Office of Education (HCOE), LEAs, local community organizations and service providers in the realm of prevention, intervention and school safety. **Supports LEAs in disaster response, crisis management and student threat assessment. Works in collaboration with Humboldt County partners to help implement and support countywide protocols, such as the Immediate Response protocol and the Student Threat Assessment process. Responsibilities include training, crisis communication, plan development and support to local school districts and collaboration with law enforcement, behavioral and mental health providers and other community partners.** Coordination will be within the framework of a multi-tiered system of support, including the three tiers of intervention (universal, targeted and intensive individualized). Supports LEAs with School Safety Plans and assists with multi-agency responses to crises, natural disasters and public health emergencies. Emphasis on prevention, intervention and postvention (e.g. mental health/suicide). Coordinates and maintains emergency preparedness management (including active assailant prevention and response, earthquake and fire preparedness and crisis management). Develops and provides training and resources for HCOE and Humboldt County school districts.

**DISTINGUISHING CHARACTERISTICS**

This management position provides important guidance, direction and recommendations to the COE and LEA administrative personnel on school safety and emergency preparedness. Works closely with interagency partners on threat assessments and other community based safety initiatives.

**SUPERVISION RECEIVED AND EXERCISED**

This position is supervised by the Director of Prevention and Intervention in HCOE's Educational Services Division.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES (EXAMPLES OF ESSENTIAL JOB FUNCTIONS)**

Duties and responsibilities may include, but are not limited to, the following:

- Assist with the establishment of appropriate planning to minimize the impacts of school crisis in the event of an emergency or disaster;
- **Lead the HCOE Safety Committee;**

- Serve on the HCOE Leadership Council;
- Work closely with the Office of Emergency Services within the state and the county when an emergency or disaster arises;
- Establish threat assessment protocols and annual cross-agency training;
- Review, write or update memorandums, correspondence, reports, reference guides and training materials related to crisis prevention;
- Maintain web-based resources;
- Coordinate site safety planning and training for HCOE operated sites;
- Support HCOE and LEAs in the planning and implementation of short and long range disaster and emergency preparedness plans and programs;
- Coordinate and/or provide training to staff, district and community partners related to prevention and intervention to emergency situations;
- Serve as the primary liaison with the Humboldt County Department of Health and other public health agencies. Prepare related reports, assist in ensuring compliance with various local, state and/or federal regulations;
- Coordinate with HCOE's Administration office and the Community Outreach and Engagement department on the dissemination of safety and emergency information to HCOE staff, LEAs and the public;
- Support the maintenance and analysis of data related to school safety prevention and intervention;
- Keep abreast of latest directives and trends by the Humboldt County Department of Public Health, CDC, Cal/OSHA and State Public Health Department;
- Primary coordination and facilitation of health-related responses, including but not limited to, COVID-19 response;
- Conduct assessments of all disaster equipment and supplies;
- Manage and maintain tools and critical systems to support safety operations of the organization;
- Develop and manage effective working relationships with County Office personnel, LEAs, community agencies and the public to support the assigned job function;
- Promote equity, cultural competency, inclusion and embrace diversity;
- Perform other duties as assigned.

### **QUALIFICATIONS (aka EMPLOYMENT STANDARDS)**

#### **Knowledge of**

- Emergency response;
- Diverse student populations;
- Multi-Tiered System of Support (MTSS);
- Student threat assessment procedures;

- Mental health;
- Data management/analysis;
- Public speaking/Professional development facilitation.

**Ability to**

- Collaborate with agencies, community organizations and LEA's (school districts);
- Work effectively with K-12 educators, public and private agencies;
- Communicate effectively both orally and in writing;
- Prepare grant applications;
- Manage multiple assignments and deadlines;
- Analyze situations accurately and take appropriate action;
- Research, design, develop and present materials;
- Prepare clear and compete proposals and reports;
- Work effectively in the absence of supervision;
- Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE**

**Minimum Required:** Any combination of training and experience that would provide the required knowledge, skills and abilities as qualifying.

**Education**

- Bachelor's degree in Public Administration, Public/Mental Health or related field.  
Equivalent relevant work experience will be considered in lieu of a Bachelor's degree.
- Possession of valid advanced CPR and First Aid Certifications within the first six months of employment.

**Experience**

- Minimum of five (5) years of related experience, preferably in an education or law enforcement setting.
- Working knowledge of TK-12 education

**Preferred:**

- Master's degree preferred (M.A., M.S., M.S.Ed.) in related field.

**WORKING CONDITIONS (WORK ENVIRONMENT)**

**PHYSICAL DEMANDS**

(Consideration will be given to reasonable accommodation for the following physical requirements.)

- Sufficient vision to read printed materials;
- Sufficient hearing to conduct in-person and telephone conversations;
- Sufficient mobility to move about the county office and other sites as may be required;
- Ability to speak in an understandable voice with sufficient volume to be heard within normal conversation distance, on the telephone and to address groups of varying sizes;
- Physical and emotional stamina to cope with sometimes stressful situations and conditions.

#### **OTHER REQUIREMENTS**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by HCOE prior to employment.
- TB testing and/or risk assessment will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6 to 12 months of employment.
- May be required to drive with or without students; some positions may require a California driver's license, proof of insurance and possible participation in the DMV PULL Notice Program once employed.

Individuals who serve in management positions provide services in the office, as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing, the capacity to maintain personal demeanor during periods of peak workflow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as management personnel must be willing modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

Classified Management

Class **45**

Reviewed & updated: CJS 10/02/23

PC Approved:



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## **RECOMMENDATION FOR PERSONNEL COMMISSION ACTION**

**AGENDA ITEM:** 5.2.1

**DATE OF MEETING:** 10/10/2023

**JOB TITLE:**

**NEW**    *Modified*    *Second reading*

Director of Human Resources

**DEPARTMENT/PROGRAM**

Personnel and Personnel Commission

**BACKGROUND INFORMATION**

HCOE seeks to fill the vacancy of a Director of Human Resources.

**RANGE/SALARY**

*Remain the same*    *Re-classify*

Classified Management, Class 13

**DIRECTOR OF HUMAN RESOURCES**  
**Classification: Classified Management**

**POSITION SUMMARY**

Under the general direction of the Superintendent and in Coordination with the Personnel Commission, the Director of Human Resources is responsible for overseeing and managing all aspects of Human Resources operations within the organization. This position plays a critical role in supporting HCOE's vision and mission by ensuring the effective recruitment, development and management of a diverse and highly qualified workforce.

**DISTINGUISHING CHARACTERISTICS**

This classified management position performs a broad array of HR management functions for the Humboldt County Office of Education (HCOE) and on behalf of local school districts; sits on the Superintendent's Cabinet; oversees and evaluates the staff in the Personnel Department; processes and maintains various legal documents, records and correspondence; coordinates recruiting, hiring and orientation; salary placement of employees; processes and maintains credential registry for all certificated personnel in the county; oversees credential compliance monitoring for all districts; provides information and job application assistance upon request; organizes and participates in employment interviews and oversees the exit interview process; researches information for collective bargaining and for Personnel policy development; facilitates superintendent and other executive searches as requested by local districts. The Director of Human Resources coordinates the activities of the Personnel Commission and acts as Secretary to the Commission.

**SUPERVISION RECEIVED AND EXERCISED**

This position is under the supervision of the Superintendent in coordination with the Personnel Commission.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES (EXAMPLES OF ESSENTIAL JOB FUNCTIONS)**

Duties and responsibilities may include, but are not limited to, the following:

- Strategic HR Planning: Develop and implement strategic HR plans aligned with the County Office of Education's goals. Provide leadership in the formulation of HR policies and procedures to meet legal requirements and organizational needs.
- Talent Acquisition and Recruitment: Lead recruitment efforts, including designing job descriptions, conducting interviews and managing the selection process. Collaborate with hiring managers to identify staffing needs and create recruitment strategies.

- **Employee Relations:** Serve as the point of contact for employee concerns, disputes and grievances, facilitating resolution processes in accordance with policies, collective bargaining agreements and laws. Communicate with employees regarding changes to policies, procedures and laws associated with personnel matters. Promote a positive workplace culture and foster employee engagement and satisfaction.
- **Performance Management:** Develop and administer performance evaluation systems, providing guidance to supervisors and managers in conducting performance reviews. Implement professional development programs to enhance employee skills and competencies.
- **Compensation and Benefits:** Oversee the design and administration of competitive compensation and benefits programs. Monitor salary structures and recommend adjustments to remain competitive in the job market.
- **Compliance and Legal Matters:** Ensure compliance with federal, state and local employment laws and regulations. Stay updated on changes in labor laws and make necessary adjustments to HR policies and procedures.
- **Workforce Diversity and Inclusion:** Lead diversity, equity and inclusion initiatives to create a diverse and culturally competent workforce. Develop and implement diversity recruitment and retention strategies.
- **Labor Relations:** Collaborate with labor unions and serve as a representative of the County Office of Education during labor negotiations. Administer labor agreements and support the resolution of labor-related disputes.
- **Records and Data Management:** Maintain accurate and confidential employee records, ensuring compliance with record-keeping requirements. Generate HR reports and analytics to support decision-making.
- **Budget Management:** Develop and manage the HR department's budget and Personnel Commission's budget, allocating resources effectively. Identify cost-saving opportunities and manage HR-related expenses.
- **Training and Development:** Provide leadership development opportunities for staff within the HR department. Offer training and educational programs for employees to enhance skills and knowledge.
- **Technology and HR Systems:** Oversee the implementation and maintenance of HR information systems and technology tools. Ensure data accuracy and security in HR systems.

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

### **QUALIFICATIONS**

**Knowledge of:**

- All aspects of Human Resources leadership functions;
- The Merit System and rules for the Personnel Commission;
- Credentialing.

**Ability to:**

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

**EDUCATION AND EXPERIENCE**

**Minimum Required:**

- Bachelor's degree in Human Resources, Business Administration or a related field (Master's degree preferred).
- HR certification is highly desirable (e.g., SHRM-CP, SPHR).
- Several years of progressive HR leadership experience, preferably in the education sector.
- In-depth knowledge of employment laws, regulations, labor negotiations and HR best practices.
- Strong interpersonal and communication skills.
- Exceptional problem-solving and decision-making abilities.
- Leadership and team management experience.

**WORKING CONDITIONS (WORK ENVIRONMENT)**

As a senior management position, the Director of Human Resources is expected to be present and available during regular office hours and may be required to work evenings, weekends and holidays.

**ENVIRONMENTAL ELEMENTS**

- Office environment
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS**

- Hearing and speaking to exchange information and make presentations;

- Dexterity of hands and fingers to operate a computer keyboard;
- Seeing to read a variety of materials;
- Sitting or standing for extended periods of time.

**OTHER REQUIREMENTS**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by HCOE prior to employment.
- TB testing and/or risk assessment will be required upon employment.
- Must pass a pre-employment physical (if applicable).

Classified Management

Class: 13

PC Approved:

**Classified Management (CLMAN1) Based on 8 hours a day, 260 Days - 2023-2024 Salary Schedule**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>1</b>	54,806.00	59,739.00	64,671.00	69,603.00	74,537.00	79,469.00	84,401.00	89,333.00	94,266.00	99,198.00	104,131.00	109,063.00	114,516.00
<b>2</b>	58,095.00	63,323.00	68,552.00	73,780.00	79,008.00	84,237.00	89,466.00	94,692.00	99,921.00	105,150.00	110,378.00	115,607.00	121,387.00
<b>3</b>	61,383.00	66,908.00	72,432.00	77,955.00	83,480.00	89,004.00	94,529.00	100,054.00	105,578.00	111,101.00	116,626.00	122,151.00	128,259.00
<b>4</b>	64,671.00	70,492.00	76,311.00	82,131.00	87,952.00	93,772.00	99,593.00	105,413.00	111,234.00	117,054.00	122,875.00	128,694.00	135,129.00
<b>5</b>	67,959.00	74,075.00	80,192.00	86,308.00	92,424.00	98,540.00	104,656.00	110,773.00	116,889.00	123,005.00	129,121.00	135,237.00	141,999.00
<b>6</b>	71,247.00	77,659.00	84,072.00	90,484.00	96,896.00	103,308.00	109,720.00	116,133.00	122,545.00	128,957.00	135,369.00	141,781.00	148,870.00
<b>7</b>	74,537.00	81,244.00	87,952.00	94,660.00	101,368.00	108,076.00	114,785.00	121,493.00	128,201.00	134,909.00	141,618.00	148,325.00	155,742.00
<b>8</b>	78,264.00	85,306.00	92,350.00	99,393.00	106,437.00	113,480.00	120,525.00	127,568.00	134,611.00	141,655.00	148,699.00	155,742.00	163,529.00

**Class 1** NO POSITIONS

**Class 2** NO POSITIONS

**Class 3** Executive Assistant

**Class 4** Conference Center Manager, Communications Manager, Credential/Data Analyst, School Safety Director

**Class 5** Higher Education Pathways Manager, Network Administrator, M&O Supervisor, Nutrition Services Director

**Class 6** Director of Foster/Homeless Youth, Transportation Supervisor

**Class 7** NO POSITIONS

**Class 8** NO POSITIONS

**Class 9** IT Director, Internal Business Manager, Accounting Supervisor, External Business Manager

**Class 10** NO POSITIONS

**Class 11** ~~Director of Personnel~~, Executive Director - JPA

**Class 12** NO POSITIONS

**Class 13** Director of Fiscal Services, Director of Human Resources