



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Executive Director, Human Resources

**Class Code: 1496
Work Days: 225**

GENERAL PURPOSE

Direct, manage, plan, and provide leadership for a comprehensive Human Resources program; establish and maintain liaison with local district human resources administrators and provide services and support as necessary; provide performance management leadership to staff; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide highly responsible and complex staff assistance to the Associate Superintendent, Administrative Services.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over managerial, supervisory, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Manage and participate in the development and implementation of goals, objectives, policies, priorities, and strategic plan for assigned programs; recommend and administer policies and procedures.
 2. Coordinate and direct communications, information, personnel, and resources to assure smooth and efficient activities and operations related to Human Resources; direct the development and implementation of programs, projects, services, strategies, goals, and objectives related to Human Resources; recommend and implement policies and procedures.
 3. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement.
 4. Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
 5. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

7. Provide performance management leadership to staff; plan, direct, and coordinate with subordinate level managers to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.
8. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to personnel programs, policies, and procedures as appropriate.
9. Prepare for and assist in union-management contract negotiations, grievances, and arbitration; administer the provisions of existing employee contracts and agreements; advise staff regarding provisions of contract; direct collective bargaining activities for classified bargaining unit.
10. Oversee a comprehensive Human Resources program including classification and compensation plan; recruitment, selection, and placement processes and procedures; employee health benefit program; and the development and implementation of training and employee orientation programs.
11. Administer employee disciplinary policies and procedures; provide assistance to staff on disciplinary issues and action to be taken; administer formal grievance procedure; participate in hearings; oversee the preparing and processing of responses to grievances.
12. Develop and administer the Human Resources budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
13. Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of personnel management and administration.
14. Respond to and resolve difficult and sensitive inquiries and complaints.
15. Demonstrate attendance sufficient to complete the duties of the position as required.
16. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**Knowledge of:**

1. Operational characteristics, services, and activities of a human resources management program.
2. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
3. Modern and complex principles and practices of program development and administration.
4. Personnel theory, principles, and practices and their application to a wide variety of programs.
5. Principles and practices of budget preparation and administration.
6. Current and pending legislation and court decisions relating to the rights and obligations of Department leaders and staff.
7. Principles and practices of labor relations and personnel administration.
8. Pertinent federal, state, and local laws, codes, and regulations.
9. Principles of effective supervision, leadership, training, coaching, and performance evaluation.

Ability and Skill to:

1. Provide administrative and professional leadership and direction.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Prepare and administer large and complex budgets.
5. Prepare clear and concise administrative reports.
6. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
7. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
8. Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
9. Effectively administer and interpret collective bargaining agreements.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.
11. Establish and maintain effective working relationships with various constituencies.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is a Master's degree from an accredited college or university with major course work in human resources management, industrial relations, business administration, public administration, or a related field and six years of increasingly responsible human resources or industrial relations experience including experience in research and evaluation, collective bargaining, wage and salary administration, and supervision.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.