

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR-HUMAN RESOURCES/WORKFORCE DEVELOPMENT & ORGANIZATIONAL CULTURE

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Personnel Services, plans, organizes, controls and directs the operations, activities and methods of the Workforce Development & Organizational Culture Department; assists in the development of policies and procedures to promote healthy and respectful organizational culture; directs, designs, develops, markets, conducts and evaluates training programs, including Champions for Leadership, mentoring programs, and other leadership development programs to meet staff needs and

ensure compliance with state and federal laws; and directs a variety of workforce and organization development programs that support the goals of the Santa Clara County Office of Education (SCCOE); supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the operations, activities and methods of the Workforce Development & Organizational Culture Department, and

leadership development and strategic planning with the Assistant Superintendent Personnel Services and

others.

Develops, implements, and monitors a systemic embedded program of required leadership development that

ensures members of the leadership team have the skills and capacity to implement the priorities and values set by the County Superintendent.

Coordinates with the Assistant Superintendent Personnel Services and

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Director, essential functions, organizational structure, and

