

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR – HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Personnel Services, plans, organizes, controls,

directs and maintains the personnel services of the Santa Clara County Office of Education.

Qualifications and classification of this position are as follows:

ensure candidates meet minimum qualifications; directs the preparation of all job announcements; oversees the placement of announcements for job openings.

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Plans, organizes, controls and directs the interviewing, selection and placement of certificated personnel in accordance with appropriate laws, codes, policies and existing employee contracts; oversees and participates in the conducting of interviews to determine eligibility of candidates; directs and participates in the analysis and accepting or rejecting of job applicants; coordinates and directs the

Maintains current knowledge of laws, codes, regulations and pending legislature related to certified

and classified personnel activities; modifies programs, functions and procedures to ensure compliance

Work independently with little direction;
Plan and organize work;
Prepare comprehensive narrative and statistical reports

Direct the maintenance of a variety of reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to master's degree and five (5) years of successful administrative and