

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR I - HUMAN RESOURCES/BENEFITS & COMPLIANCE

BASIC FUNCTION:

Under the direction of the Executive Director of Human Resources, plan, organize, control and direct the employee health care and disability benefits plans, tax shelter, IRC 125 Plan, employee leaves of absences, union negotiations and contract negotiation and contract administration; assure compliance with legislation and related laws, rules and regulations applicable to human resources operations, and benefits; implement and coordinate the SCCOE pre-placement physical program, drug testing and TB test compliance; direct and supervise the County's Unemployment Insurance Unit; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the employee health care and disability benefits plans, tax shelter, IRC 125 Plan, employee leaves of absences, union negotiations and contract negotiation and contract administration.

Plan, organize, control and direct the activities of employee/retiree COBRA benefit programs; communicate with brokers, consultants and medical plan providers to discuss plan participation, cost and trends; recommend program changes for employee, retiree and COBRA participants; direct and supervise the County's Unemployment Insurance Unit; approve payments to medical plan vendors according to established procedures.

Plan, organize, control and direct the SCCOE's formal and informal investigation from employees and the community, involving employee conduct and conflicts amongst employees, including, but not limited to sexual harassment, workplace violence, discrimination and other related cases.

Analyze and interpret applicable laws, codes, rules, policies, and procedures; collect, analyze, and assemble data and prepare confidential objective reports for personnel action; interpret and administer provisions of the employee labor contracts.

Direct and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Administer the 403b, 457 tax shelter programs and the IRC 125 programs.

Serve as Team Leader for the Ridder Park First Aid Team for disaster preparedness; attend Safety Committee Meetings as scheduled.

Assure compliance with the American's with Disabilities Act (ADA) and the Family Medical Leave Act (FMLA) and union contract provisions.

Serve as expert resource and participates in informal and formal negotiations with representatives of employee bargaining units; solicit management's input regarding

recommended changes to bargaining unit agreements; interprets and administers provisions of employee contracts; assist managers with personnel disciplinary actions; and assists in the administration of grievances.

Approve payment for TB tests, pre-placement tests and DMV physicals.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Provide technical expertise, information and assistance to the Executive Director of Human Resources regarding benefit plans and compliance; assist in the formulation and development of policies, procedures and programs; recommend proper organization structure for assigned programs and functions.

Plan, organize and implement long and short-term programs and activities designed to develop programs and services.

Administer drug testing program for safety sensitive positions.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepare reports on employee benefit plan participation, costs, and industry trends; assist risk management with safety policies, procedures, and guidelines.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for benefits costs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the employee benefits and compliance of a public Human Resources Department.

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to public human resources/personnel administration.

Principles and practices of collective bargaining and labor relations.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, develop, organize, implement, control and direct the benefits and compliance of a large human resources programs and services.
Stimulate, educate and support others in their knowledge and understanding of human resources services.
Train and evaluate the performance of personnel.
Analyze and interpret legal information.
Plan, organize and implement long-term and short-term projects and activities designed to develop and augment benefits and compliance related to human resources programs and services.
Interpret and apply provision of the State Education code and various regulatory agencies.
Direct and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in public administration, human resources management or a closely related field and five years increasingly responsible human resources management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

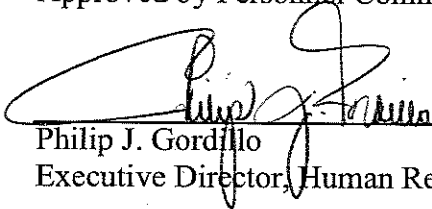
PHYSICAL DEMANDS:

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.

Approved by Personnel Commission: June 23, 2011


Philip J. Gordillo
Executive Director, Human Resources

7/01/11
Date