

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 610
EXEMPT

ADMINISTRATOR - HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources Division, supervise and coordinate the operations and activities as assigned, in Human Resources, Credentials, and Teacher Development departments at the Office of the Fresno County Superintendent of Schools (FCSS); coordinate assigned activities with other departments, outside agencies and the general public; provide highly responsible and complex assistance to the Assistant Superintendent, Human Resources (HR) in support of HR-related matters; serve as a resource to school district partners ensuring effective communications and collaboration; ensure compliance with all relevant laws and regulations; develop strategic initiatives to enhance credentialing and teacher development processes, and support overall HR objectives; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in reviewing, updating superintendent policies, administrative regulations, reviewing proposed legislation and changes to laws concerning personnel and credentialing practices and ensure implementation.
- Assist in the development and preparation of the annual preliminary budget for the Human Resources Division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare, apply for and monitor funding information; collaborate with the finance department to understand program financing regulations and requirements.
- Assist in the management of personnel procedures related to employment application processes, examinations, promotion, demotion, transfers, reassignments, resignation, dismissal layoff, re-employment, leave entitlements, compensation, licensing and certification as applicable for management, supervisory, confidential, classified and certificated and unrepresented personnel.
- Assist in the planning and preparation of union-management contract negotiations, grievances and hearings; administer the provisions of existing employee contracts and agreements; advise staff regarding provisions of contracts.
- Assist in the preparation and maintenance of personnel records and reports, employee handbooks, orientation documents, and other publications on employee working conditions.
- Assist with managing the accreditation processes for all FCSS Commission on Teacher Credentialing (CTC) accredited programs.
- Collaborate with educational leaders and staff to ensure compliance with state regulations; prepare and submit required documentation; facilitate communication between the institution and accrediting bodies to secure and maintain accreditation status
- Collaborate with school districts, Statewide Induction personnel, California Commission on Teacher Credentialing, California Department of Education, Universities and other organizations as required for effective program activities.
- Collaborate with the Assistant Superintendent, HR to lead the development and implementation of a comprehensive HR strategy that aligns with the FCSS mission, vision, strategic plan priorities, goals and objectives.
- Collaborate with the Assistant Superintendent, HR, to facilitate successful change initiatives by guiding the HR team and the organization through clear communication and ensuring the

effective implementation of new policies and processes.

- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Conduct a variety of meetings as assigned; stay abreast of new trends and innovations in the field of human resources, credentialing and the administration of teacher induction programs.
- Conduct a variety of operational studies and investigations as assigned; respond to and resolve difficult conflicts, sensitive inquiries and complaints; assure proper and timely resolution of assigned issues and concerns with discretion and confidentiality.
- Coordinate the development and implementation of Professional Learning opportunities for FCSS and District Staff members regarding various topics related to Human Resources, Teacher Credentials and/or Teacher Development subject matter.
- Coordinate the planning, development, organization, and direction of operations and activities of the Teacher Development Programs and department; oversee instructional program activities to assure compliance with state, county and federal policies, procedures, rules and regulations.
- Develop, implement, and monitor safety policies and procedures related to HR functions, including but not limited to workplace safety, workplace violence prevention, employee injury reporting, and compliance with relevant safety regulations; provide training to HR staff and other employees on these policies and procedures.
- Direct the preparation, analysis, processing and distribution of departmental correspondence, forms and documents and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; create program agendas, manage attendance records, perform evaluations and oversee maintenance of credentialing documentation.
- Ensure compliance with all applicable federal, state, and local employment laws and regulations.
- Investigate employee complaints, harassment allegations, and discrimination claims, ensuring fairness and impartiality throughout the process.
- Leverage HR technology solutions to improve efficiency and effectiveness; use data to analyze HR trends, measure program effectiveness and inform decision-making.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for Human Resources Division; oversee the implementation of assigned programs; recommend within department policy, appropriate services and staffing levels; recommend and administer policies and procedures county office wide.
- Oversee and implement Teacher Development, personnel and credentialing training programs, workshops and other staff development activities for county office and school district staff and employees; prepare and deliver oral presentations; oversee the preparation of related training and support materials.
- Participate in the administration of the classification and compensation plan; establishment of job specifications and salary ranges for positions; initiate and conduct surveys; analyze, evaluate and make recommendations on proposed job reclassifications.
- Recruit, select, employ, train, supervise and evaluate assigned classified and certificated personnel and review work to assure compliance with established guidelines, requirements and procedures.
- Respond to inquiries and provide detailed and technical information concerning related programs, goals, objectives, laws, codes, regulations, policies and procedures.
- Serve as a liaison between the County Office of Education and charter schools on HR-related issues, facilitating communication and ensuring effective collaboration.
- Serve as the liaison between Human Resources and the Risk and Safety Manager for the Workplace Violence Prevention Program.

- Serve as the Unit Head, recognized by the Commission on Teacher Credentialing for all approved and accredited Credential Programs for the FCSS.
- Work closely with the administration and department heads, program managers, and supervisors in projecting enrollments and determining staffing ratios and general staffing allocations.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Collaborate with assigned supervisor, directors, coordinators, and administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; assure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe a work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area; assist, consult and collaborate with the Assistant Superintendent, HR, regarding department and program functions, related needs and issues; recommend modifications to personnel programs, policies, and procedures as appropriate to enhance financial effectiveness and operational efficiency.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, and/or statewide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Adult learning theory and strategies.
- Americans with Disability Act (ADA).
- Bargaining unit contracts and salary schedules.
- Budget administration, preparation and control including grant funding.
- California Commission on Teacher Credentialing (CTC).
- California Department of Education (CDE).
- California Standards for the Teaching Profession (CSTP).
- California Teaching Performance Expectations (TPE).
- CTC Accreditation Framework including, but not limited to Preconditions, Common, and Program Standards.
- Curriculum auditing and credential matching.
- Equal Employment Opportunity (EEO).
- Family Medical Leave (FMLA).
- Legislation related to education grants and California Standards for the Teaching Profession.
- Principles, techniques, of organization, administration, personnel management, supervision and training, procedures and terminology involved in the recruitment, interview and selection, processing, orientation, evaluation and compensation of classified, certificated, management, supervisory, and confidential employees; benefits administration, payroll processing and staff development.
- Public speaking and relations techniques.
- Record-keeping techniques.
- Report writing techniques.
- Serve as the lead in developing program development and evaluation techniques and procedures.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Assist with the planning, organization, communication, coordination, and implementation of the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office.
- Develop and direct program activities for effective classroom teaching.
- Meet schedules and timelines.
- Monitor and evaluate functions and activities for financial effectiveness and operational efficiency.
- Prepare and deliver oral presentations.
- Prepare and maintain a variety of reports and files within job assignment and/or assigned program.
- Provide consultation and technical expertise, information and assistance to administrators, school districts and county office employees, program participants, state agencies, mentors and related personnel regarding program activities and assigned functions.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.

- Ensure proper and timely resolution of issues, concerns and conflict.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree preferred.

EXPERIENCE:

- Five (5) years increasingly responsible experience working in human resources, credentialing, teacher development or related field.
- Three (3) years of direct supervisory experience.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Teaching and/or Service Credential.
- Valid California Administrative Services Credential.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/01/2018

Revised: 10/01/2024; 02/05/2025