

The Alameda County Office of Education is currently seeking an experienced professional to serve as the ...

Executive Director, Human Resources



About the Position

The Alameda County Office of Education (ACOE) is seeking an experienced K-12 human resources leader to support ACOE's mission, vision, and values through the vital work of attracting, supporting, and retaining a diverse, high-performing workforce. ACOE's Executive Director of Human Resources will foster strong relationships with the broad range of ACOE employees in support of ACOE's commitment to a Learning Organization culture. The Executive Director will work in close collaboration with the Personnel Commission and departments across ACOE to implement clear and efficient processes and policies.

Executive Leadership:

- ✓ Serve on Superintendent's Cabinet and function as the human resources expert and talent management advocate within the organization.
- ✓ Represent ACOE's mission, vision, and values in internal and external forums.
- ✓ Communicate regularly and work collaboratively with labor union representatives.
- ✓ Lead and/or support collective bargaining efforts to ensure supportive and fiscally responsible agreements for all ACOE employees.
- ✓ Drive forward policies and practices that attract, develop, and retain a diverse, high-performing workforce.
- ✓ Conduct regular reviews of ACOE's compensation and benefits packages to ensure they meet the needs of current employees and are attractive to new talent.
- ✓ Facilitate Alameda County school district HR network.
- ✓ Collaborate with a wide variety of internal and external stakeholders to facilitate conversations for improved personnel and leadership policies and practices throughout Alameda County and California.
- ✓ Represent the Superintendent on HR-related matters at Alameda County Board of Education meetings.
- ✓ Perform other duties as determined by the Superintendent.

**Leadership and Service
for Every Child, in Every
School, Every Day!**



- ✓ **Systems & Department Management:**
- ✓ Develop, improve, and implement effective and efficient HR systems and policies.
- ✓ Lead high-quality, customer-service-oriented operations of the Human Resources Department, including but not limited to:
 - Seamless coordination with Payroll Department and Personnel Commission staff;
 - School district compliance with credentialing requirements;
 - Credentialing services for prospective teachers and administrators;
 - ACOE compliance with all applicable local, state, and federal employment regulations.
 - Onboarding of new staff.
- ✓ Supervise all staff and duties of the HR department not otherwise assigned to the Personnel Commission per California Education Code or ACOE Personnel Commission Rules and Regulations.
- ✓ **Staff Development:**
- ✓ In partnership with organizational leaders, create and promote growth opportunities and professional development activities for staff across the organization.
- ✓ Supervise the evaluation process of all employees, ensuring coaching for managers and employees throughout the evaluation process.
- ✓ Anticipate and support appropriate succession plans throughout the agency.
- ✓ **Organizational Culture:**
- ✓ Support and/or lead initiatives and activities to further ACOE's Learning Organization culture.
- ✓ Regularly assess and report on employee morale with a focus on continuous improvement, constantly seeking opportunities to better support employees and foster their professional development while supporting positive employer/employee relationships that promote a high level of morale, motivation and retention.

Who We Are

The Alameda County Office of Education (ACOE) supports students through our mission to provide, promote, and support leadership and service for the success of every child, in every school, every day!

We have oversight responsibilities for district budgets and educational plans, and we serve as a district providing school programs for the county's most vulnerable students. As an education leadership agency, ACOE also provides training and support services for educators and works to advocate for great public schools for successful students in thriving communities. [Learn more about ACOE's Vision.](#)

About the Candidate

Master's degree in educational leadership, HR administration, or a related field preferred. Ten (10) years of experience, with a minimum of five (5) years in human resources or a related field and five (5) years of management experience at a local education agency, public institution, or public education-focused organization.

Education: Bachelor's degree in job-related area. Master's degree or certification in HR administration or a related field preferred.

Equivalency: Fifteen (15) years of experience, with a minimum of ten (10) years performing human resources functions (i.e. compensation, negotiations, leaves and benefits, retirement, etc.) in a public institution or public education-focused organization and five (5) years of management experience at a local education agency, public institution or public education-focused organization.

Compensation & Benefits

This position offers a competitive salary and benefits package. The annual salary range for this position is \$150,000.00 - \$170,000.00 annually, dependent upon qualifications.

Benefits for Classified Management:

The work year for Classified Management employees is 222 workdays, 27 vacation days, and 12 holidays, for a total of 261 paid days per year. The following benefits are employee paid: mandatory membership in the Public Employees Retirement System (PERS) at a monthly contribution of 7%, and mandatory enrollment in CVT (California Valued Trust) Delta Dental. You may elect voluntary membership in CalPERS medical coverage, VSP Vision, the Standard Group Life Insurance, tax deferred annuity, 125 flexible benefits, Employee Assistance Program, Wage Works' pre-tax commuter benefit program, pet insurance, voluntary membership in the Association of California Administrator (ACSA) may also be elected. Management employees receive \$750/month towards their medical insurance; however, it will only be received if they enroll in our medical plan."

Selection Process

CPS HR Consulting is conducting a nationwide recruitment for the Executive Director, Human Resources for Alameda County Office of Education.

To be considered:

Please submit your cover letter, résumé (should reflect years and months of positions held), and four work-related references (no contact will be made in the early stages of the recruitment) to the CPS HR website: <https://executivesearch.cpsshr.us/JobDetail?ID=639>

The final filing date for this position is open until position is filled with a first review date of **Thursday, April 9, 2020.**

Résumés will be screened based on the criteria outlined in the job posting. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the Personnel Commission. The Personnel Commission will then select candidates to be invited to participate in panel interviews.

A final interview process may be scheduled for selected candidates along with extensive reference and background checks. For additional information about this position please contact Pam Derby, CPS HR Consulting, (916) 471-3126, or e-mail: pderby@cpsshr.us. Website: www.cpsshr.us.

Tentative Recruitment Schedule:

April 9, 2020	Closing Date for Submissions
April 10-13	Review & Screening
April 15	Interviews
April 22	Finalists Interviews
April 24-27	Reference & Background checks
May 11	Appointment



313 West Winton Ave., Hayward, CA 94544
Phone (510) 887-0152