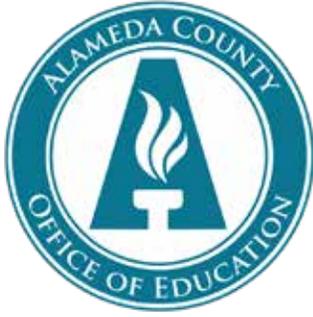


The Alameda County
Office of Education (ACOE)

Executive Director, Personnel Commission



**ALAMEDA COUNTY
OFFICE OF EDUCATION**
L. Karen Monroe, Superintendent



THE MISSION

The Alameda County Office of Education's mission is to provide, promote and support leadership and service to ensure the success of every child, in every school, every day.

THE REGION

Alameda County, California's seventh-largest county, is located on the east side of the world-renowned San Francisco Bay. The County is home to approximately 1.5 million people who live in 14 incorporated cities that include Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City, as well as unincorporated communities and rural areas that comprise the 813 square miles of the County. Oakland, the County seat, is California's ninth-largest city.

The Bay Area features many indoor and outdoor attractions including miles of open space, walking trails, and regional parks, world-class museums and cultural centers, and excellent transportation systems including municipal busses, the Capitol Corridor rail commuter, Bay Area Rapid Transit (BART), and several major highways and freeways. Airports within short driving distance include the Oakland International, Hayward Executive, Livermore Municipal and San Francisco International. Many professional sports teams make the Bay Area their home including the Golden State Warriors, Oakland Raiders, Oakland Athletics, San Jose Sharks, San Francisco Giants, and the San Francisco 49ers. In addition, there several prestigious colleges and universities within commutable distance including the University of California, Berkeley, Stanford University, University of San Francisco, San Francisco State, Cal State University, East Bay, and over 10 junior and community colleges.

Alameda County is a blend of culturally and ethnically diverse communities and its population is highly diverse economically as well.

ABOUT THE ACOE PERSONNEL COMMISSION

The ACOE Personnel Commission, established in 1976, and is one of six Merit System districts in Alameda County (ACOE, Berkeley USD, Castro Valley USD, Fremont USD, Hayward USD, and San Lorenzo USD). The Merit System is a system of rules and procedures, similar to civil service, which governs classified school personnel. Its fundamental purpose is to ensure that employees are selected, promoted, and retained without favoritism or prejudice, on the basis of merit and fitness. In merit system school districts in California, the system is administered by the Personnel Commission, an independent body composed of three persons appointed for three-year staggered terms.

ABOUT the ACOE

Established in 1954, the Alameda County Office of Education, located in Hayward, CA, promotes student achievement and development through leadership, innovation, and accountability in partnership with the public, the educational community, and parents. The ACOE serves as liaison between the California Department of Education and the eighteen Alameda County public school districts. The ACOE oversees seventeen K-12 school districts and one K-8 district in Alameda County. In all, there are approximately 10,000 teachers serving 225,000





students. The ACOE also services three community college districts with a total enrollment of approximately 55,000 students.

The County office supports school districts by performing tasks that can be done more efficiently and economically at the County level. County offices provide or help formulate new curricula, staff development and training programs, and instructional procedures; design business and personnel systems; and perform many other services to meet changing needs and requirements. When economic or technical conditions make County or regional services most appropriate for students, County offices provide a wide range of services, including special and vocational education, programs for youth at risk of failure, and instruction in juvenile detention facilities.

The ACOE advises and assists schools in managing their budgets and in saving taxpayer money; supervises and supports school districts in complying with state and federal laws; provides numerous services to school districts—services that districts would not be able to offer on their own; educates groups of students not served by local school districts through various programs; and assists teachers by providing training opportunities, curriculum development and technology resources. ACOE provides these services through four main divisions: Educational Services; Student Programs and Services; Program Development; and Business Services.

An elected County Superintendent of Schools and a seven-member elected County Board of Education administer the Alameda County Office of Education.

The ACOE is the lead agency in the area of substance abuse education and prevention. Its multilingual and multicultural programs are lauded throughout the state. The ACOE is also an internet provider and is a leader in the area of education technology.

**To learn more about the ACOE,
go to: www.acoe.org/acoe/**

THE POSITION

The Executive Director, Personnel Commission manages employment procedures and serves as director for classified personnel in accordance with the Merit System requirements. The position operates under the direction of the Personnel Commission and in cooperation with County Office administration to:

- Manage the employment functions for non-certificated staff recruitment and examination programs to fill vacancies in classified service.

- Administer a comprehensive personnel program for classified employees.
- Interpret human resources policies, procedures and employee bargaining unit contracts.
- Provide information and serve as a resource to others regarding employment laws, regulations and practices.
- Serve as Secretary of the County Office of Education Personnel Commission.

IDEAL CANDIDATE

The Executive Director, Personnel Commission must be a highly skilled individual with extensive management and administrative skills and a strong understanding of the practices and principles in merit systems and government testing processes. The successful candidates will be a person with the highest ethical standards who is willing to make difficult decisions based on what is right, enforces not just the letter of the law, but the spirit of the law. This individual will have experience and a proven track record of success in change management, public relations and negotiations; is capable of process and procedural implementation through teamwork and collaboration, and is capable of communicating effectively with people from all walks of life, including Commission, Board, and executive team members, internal staff, State department representatives, and the general public. The Executive Director, Personnel Commission must be willing and able to manage people and the merit process with inspiration, show capacity to multi-task and manage diversity of activity, programs and people, while leading with diplomacy, inclusive communication, and positive motivational leadership.

KEY ATTRIBUTES AND CHARACTERISTICS

The successful candidate will be:

- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, involving others as needed.

- A solid leader and role model with a positive presence, demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- A leader who is collaborative and supportive in working with the Personnel Commission and ensuring the organization works toward a common goal.
- Service-oriented with a track record of providing outstanding service to internal and external customers.
- An excellent communicator willing to listen and able to build trust.
- Experienced in working with union employees.
- A leader who acts with the highest moral character and integrity in all that she/he does.

QUALIFICATIONS

- Extensive experience within a specialized Human Resources field (civil service merit systems, exams, testing, etc.) with increasing levels of responsibility in a City, County, State or public sector special district. A background in the educational system is ideal.
- Managerial and supervisory capacity a must.
- Master's Degree in a job-related area is required.
- A PHR/SPHR is preferred.

The stated education and experience requirements are the minimum qualifications for this position. However, relevant experience and/or education, certificates and licenses may be substituted.

COMPENSATION

The salary range for this position is **\$140,000 - \$160,000** depending on qualifications.

BENEFITS

The County Office provides 27 vacation days, 24 sick days, and 12 paid holidays. Up to \$500 per month is provided by the County Office to purchase ACOE sponsored Health and/or vision insurance. Enrollment in single coverage Delta Dental is mandatory.

Classified positions are covered by Social Security and the California Public Employees' Retirement System (CalPERS), with mandatory employee and employer contributions. Classic members of CalPERS contribution rate is 7%. New CalPERS members' contribution rate is 6%.

Voluntary Benefits: Voluntary benefits include VSP vision insurance, VPI pet insurance, Wage Works (pre-tax benefit account used to pay for public transit), the Standard Group Life Insurance, and Flexible Spending accounts (medical and/or dependent care).

APPLICATION PROCESS:

This position is Open Until Filled with a first review date of **Friday, April 19, 2019**. To be considered for this career opportunity, you will need to submit a cover letter, resume, and six work-related references (who will **not** be contacted in the early stages of the recruitment). Resumes should reflect years **and** months of employment and positions held. Submit all materials to the CPS HR website:

<https://secure.cpsr.us/escandidate/JobDetail?ID=444>

Resumes will be screened on the criteria outlined in this brochure.

For additional information about this opportunity please contact Teresa Webster at twebster@cpsr.us or 916.471.3462. Website: www.cpsr.us/search

