

## Assistant Superintendent, Human Resources #0219-426 at Contra Costa County Office Of Education



CONTRA COSTA COUNTY  
**Office of Education**  
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### Job Information

**Date Posted:** 2/21/2019

**Application Deadline:** 3/29/2019 5:00 PM Pacific

**Employment Type:** Full Time

**Length of Work Year:** 12 Month Work Year, Certificated Management Calendar, 220 Days

**Salary:** \$134,761 to \$163,801 based on qualifications and experience. Additional stipends for Masters (\$1,817.84) and Doctorate degree (\$2,117.84). Generous Benefit Package.

**Number Openings: (At time of posting) 1**

**Contact:** Martha Collins

**Email:** [mcollins@cccoe.k12.ca.us](mailto:mcollins@cccoe.k12.ca.us)

**Phone:** 925-942-3455

**Location::** Stewart Building, 77 Santa Barbara Road, Pleasant Hill, CA

### Minimum Qualifications

#### Education and Experience:

- Master's Degree from an accredited university in Human Resources, Business or related field
- Valid California Administrative Services Credential
- Three (3) years successful administrative experience, district office experience preferred
- Five (5) years increasingly responsible Human Resources experience including work with classified and certificated personnel functions
  - Knowledge of Human Resources laws, practices, policies and procedures, including work in labor relations
- Valid California Driver's License

#### Please submit the following required documents:

- Official on-line application
- Current Resume
- A personal letter of introduction, outlining your training, experience in Human Resources, and interest in this position
- Three current letters of recommendation including one from a supervisor (dated within the last year)

Please see detailed job description and benefit information available at [www.cocoschools.org/careers](http://www.cocoschools.org/careers)

## **Comments and Other Information**

Under the direction of the Superintendent, plan, organize, control and direct County Office-wide Human Resources operations and activities for classified and certificated personnel including employee relations, staff development, Workers' Compensation, safety, benefits, credentialing, record-keeping, recruitment, selection, classification, compensation and evaluation functions; coordinate and direct communications, information, personnel and resources to meet County Office human resources needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel.