

Alameda County Office of Education  
Hayward, CA

**Executive Director - Personnel Commission**

**Annual salary range: \$140,000 to \$160,000**

An excellent benefits package is included.

**Application deadline: Open until filled.**

First review of applications will occur on **Friday, April 19, 2019**

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

The Executive Director 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. The successful candidate will be capable of communicating effectively with people from all walks of life including Commission, Board, executive team members, internal staff, State department representatives, and the general public. The Executive Director 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.

To be considered, please submit your cover letter with current salary, résumé (indicating years **and** months of positions held), and a list of six professional references (who will **not** be contacted in the early stages of the recruitment) by applying on our website: <https://secure.cpshr.us/escandidate/JobDetail?ID=444>

**Teresa Webster**

**CPS HR Consulting**

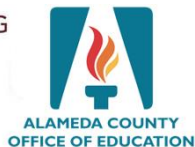
Ph: 916 471-3462

Email: [twebster@cpshr.us](mailto:twebster@cpshr.us)

Alameda County Office of Education website: [www.acoe.org](http://www.acoe.org)

To view an online brochure for this position visit: [www.cpshr.us/search](http://www.cpshr.us/search)

CPS HR  CONSULTING



*The Alameda County Office of Education is an equal opportunity employer.*