

**WISEBURN SCHOOL DISTRICT**  
**DIRECTOR – HUMAN RESOURCES-MAINTENANCE/OPERATIONS**

**DEFINITION**

To plan, direct, coordinate and manage all phases of the district personnel program and to provide direction to the maintenance/operations program. To provide personnel services for certificated and classified personnel, including screening, selection and recommending for employment. To assist in the planning, organizing and direction of activities in the areas of maintenance and operations, and other duties as assigned. This is a classified management position, which reports directly to the Superintendent in matters of HR/Personnel and to the CBO in matters of Maintenance/Operations and Benefits.

**EXAMPLES OF DUTIES**

**Human Resources/Personnel**

1. Directs the certificated personnel program within policies of the Board of Education. (E)
2. Directs and supervises the recruitment, selection and assignment of certificated and classified personnel. (E)
3. Serves as liaison in personnel matters with building principals. (E)
4. Prepares personnel reports for submission through the Superintendent of Schools to the Board of Education. (E)
5. Participates as a member of the District's negotiations' team for certificated and classified bargaining. (E)
6. Administers and maintains all personnel records relative to employment, evaluation, contracts, salary placement, resignations and retirements. (E)
7. Coordinates implementation of District policies and State laws concerning certificated and classified personnel evaluation and dismissal. (E)
8. Supervises the substitute system for classified personnel. (E)
9. Supervises all credentialing requirements for certificated staff and substitute teachers including assignment / misassignment monitoring. (E)
10. Meets with Superintendent and Board of Education (when requested) to discuss personnel matters. (E)
11. Meets with staff members as necessary to provide counseling in professional and retirement areas. (E)
12. Interprets personnel policies and contract language to certificated and classified personnel. (E)
13. Prepares personnel reports and surveys to the state, county, district, and professional organizations. (E)

**Maintenance/Operations**

1. Oversees and supports the Facilities-Maintenance/Operations Manager to develop and implement a program for quality maintenance of buildings and grounds. Includes scheduling personnel and developing and prioritizing work order system using current technology to establish work order accountability. (E)
2. Coordinates, assists and reviews with the Facilities–Maintenance/Operations Manager, the supervision, discipline and evaluation of staff and the efficient planning and programming of work. (E)
3. Reviews evaluation of all staff assigned to the division. (E)

**Benefits**

1. Plans, develops and implements the district health and benefit program. (E)
2. Supervises preparation and implementation of all contracts with insurance providers. (E)

**Misc.**

1. Serves as District Affirmative Action Employment Officer. (E)
2. Serves as District CBEDS Coordinator. (E)
3. Other duties as assigned.

(E) Above stated duties are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

1. Principles, practices and trends of public school personnel administration
2. Principles, methods and techniques pertaining to the recruitment, selection and evaluation of personnel
3. Teacher credentialing laws and requirements
4. Legal mandates, policies and regulations appropriate to the administration of a comprehensive personnel management system, collective bargaining and contract management.
5. Computer business applications – i.e. Word and Excel / Work Order System / County Personnel System.

### **Ability to:**

1. Work independently and make decisions and recommendations.
2. Plan, organize, direct and administer the certificated and classified personnel program.
3. Articulate and interpret laws, policies, regulations, negotiated agreements and operational procedures concerning personnel services.
4. Assemble and analyze data, prepare reports, and make appropriate recommendations to the Superintendent and district staff.
5. Understand and carry out oral and written directions.
6. Deal effectively with the public and staff in situations requiring diplomacy, friendliness, poise and firmness as necessary.
7. Establish and maintain cooperative-working relations with school officials and administrators, certificated and classified staff, community, governmental and school agencies.
8. Organize and implement procedures for effective use of maintenance/operations personnel.

## **EXPERIENCE**

Three years of varied and progressively responsible experience in personnel administration. Experience as an administrative assistant in personnel matters is desirable.

## **EDUCATION**

- Bachelor's degree in Public Administration or other related field, desired.
- Other relevant experience and/or education may be substituted for the above.

## **LICENSES AND OTHER REQUIREMENTS**

- Must possess valid California Driver License
- Willingness to attend Personnel and/or Business Training Academies
- Willingness to attend other related in-services and/or trainings

## **WORKING CONDITIONS**

### **Environment**

Office environment subject to considerable distraction and constant interruptions.

### **Physical Abilities**

Sitting for extended periods of time, dexterity of hands and fingers to operate standard office equipment, bending and lifting, hearing and speaking to communicate with other individuals.