

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Director of Human Resources and Employee Relations

DEPARTMENT/DIVISION: Human Resources

POSITION SUMMARY: Under the general direction of the Assistant Superintendent for Human Resources is responsible to assist in planning, coordinating and facilitating the administration of services for certificated and classified staffs in accordance with California Education Code Regulations, Board policies, the Master Agreements, and established procedures. Supervises, evaluates and trains designated department personnel and implements and enforces department policies.

ESSENTIAL FUNCTIONS:

1. Independently answers inquiries and supplies information on a wide range of technical and program matters for administrators, teachers, staff and the public.
2. Independently composes correspondence on matters not requiring the personal attention of the Assistant Superintendent for Human Resources.
3. Coordinates work of other staff members to ensure that records are complete and accurate; distributes tasks as required.
4. Responsible for supervision of personnel office staff and conducts performance evaluations on all assigned personnel.
5. Assists Assistant Superintendent of Human Resources in confidential personnel issues including investigations and progressive discipline.
6. Consults with administrators and other District personnel to coordinate activities and programs, resolves issues and conflicts, and exchange information.
7. Prepares as directed certain reports and information for the Superintendent, Board of Trustees, and various state and federal agencies.
8. Provides counseling to employees on personnel matters, which cannot be effectively resolved by members of the staff.
9. Attends a variety of meetings and serves on assigned committees.
10. Gathers, analyzes and interprets salary data; conducts difficult classification and wage studies; and recommends changes in classification and compensation.
11. Works with the Director of Technology to develop and maintain an electronic document imaging Human Resources Department.
12. Coordinates and administers the Workers' Compensation Program.
13. Prepares and recommends new and revised Board policies and administrative regulations to the Board of Education.
14. Serves as a principal member of the management negotiating team in employer/employee relations, including contract development and management.
15. Ensures legality and security of information contained in personnel files.
16. Coordinates the gathering of information and preparation of various reports such as the R-2 Report, CBEDS Reports, and various personnel-related surveys year round.
17. Coordinates Conflict of Interest reporting through Fair Political Practices Commission.
18. Serves as liaison between District and unemployment insurance carrier to ensure correct procedures being followed.
19. Coordinates development of Board agenda items.
20. Participates in interviews and may perform reference/background checks on prospective employees.
21. Coordinates the implementation of the Classified Professional Growth program.
22. Assists in training District personnel as needed.
23. Assists in researching appropriateness of salary placement and job descriptions.
24. Assists in verifying salary and stipend placement and provides information to payroll.
25. Participates in the projecting/establishing of staffing needs including position control.
26. Monitors Adult School teacher credentials and contracts.

POSITION TITLE: Director of Human Resources and Employee Relations

ESSENTIAL FUNCTIONS: Continued

27. Coordinates the preparation and distribution of welcome back packets at the beginning of each school year.
28. Supervises the preparation of a standard operational procedures manual for Human Resources.
29. Serves as a liaison to develop and implement a new integrated, county-wide personnel, payroll and financial system
30. Participates in the development of calendars for the school year including Days of Service calendars.
31. Assists with resignation process for certificated and classified employees.
32. Monitors and processes leave requests for classified and certificated employees
33. Coordinates retiree recognition procedures.
34. Interprets education code, collective bargaining agreements, Board policies and district procedures.
35. Understands and applies complex policies and rules.
36. Processes and maintains monthly absence reports for HR staff.
37. Serves as a back-up for other Human Resources staff members on an as-needed basis.
38. Maintains regular and prompt attendance in the workplace.
39. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. BA or BS required; must possess a certificate of completion from ACSA Personnel Academy and/or MA or MS in Human Resources, Public Relations or related field. Experience must include a minimum of three years of increasingly responsible supervisory experience that demonstrates a knowledge of the administration of a comprehensive personnel management program in a school district.

SKILLS AND QUALIFICATIONS:

1. Knowledge of correct English usage, spelling, grammar, punctuation and composition.
2. Knowledge of modern office methods, practices and procedures.
3. Knowledge of laws and regulations of the Education Code.
4. Possess a wide knowledge of the procedures, rules and precedents of Human Resources department.
5. Knowledge of intermediate level computer skills.
6. Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
7. Ability to communicate effectively, orally and in writing.
8. Ability to make independent decisions and accurately interpret laws and practices.
9. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand, walk and bend over.
7. Reach overhead, grasp, push/pull.
8. Lift and/or carry up to 25 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District office staff and the public.

SALARY: Classified Management, Range 58

DAYS OF SERVICE: 225

Adopted: 8/8/06

Revised: 8/11/09

Revised: 11.8.19 (range only)