

Oak Grove School District

**JOB TITLE:                   DIRECTOR OF HUMAN RESOURCES**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To assist in the planning, organization, coordination, and supervision of policies and procedures for certificated and classified personnel in the District. Employees in this job class may direct, coordinate, supervise, and evaluate the work of others. This job class is responsible for directing and coordinating personnel programs and activities for all certificated and classified personnel in the District. The Director is responsible for the daily supervision of the Human Resources Office and for providing support and leadership to Management Team members in the development and implementation personnel procedures. This job class functions as a member of the District Management Team and participates in the formulation and implementation of District policies. The Director reports directly to the Assistant Superintendent of Human Resources.

**TYPICAL DUTIES:**

Represents the District in contract negotiations; works with members of the negotiating team to plan and implement bargaining strategy.

Assists in the planning, directing and coordinating of the District's program of recruitment, selection, orientation, assignment and termination or retirement for certificated and classified employees.

Oversees the establishment and maintenance of essential personnel records for designated employees; establishes and maintains an effective and current classification system.

Directs the processing of all employee requests including requests for transfer, leave of absence, sick leave, leave for professional growth, promotion, settlement of grievances, and termination or retirement from service; coordinates District action in cases of employee dismissal.

Plans, directs and coordinates the program for providing substitute workers for all employees.

Coordinates the District's personnel evaluation program for both certificated and classified employees.

Assists in the development and implementation of District personnel policies; interprets District policies and administrative regulations regarding personnel procedures.

Administers the District's salary program; gathers salary data, compiles figures, prepares and analyzes results, and applies salary information to District needs and situation.

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Assists in determining staffing needs and ratios; administers the District program of staff allocation.

Serves as a source of information regarding personnel practice and procedures to managers, principals, schools and other staff members.

Confers, consults, and coordinates with the appropriate source regarding the compliance of District personnel policy and federal, state, District laws, regulations, and contracts.

Assists in the monitoring and placement of all certificated employees to insure compliance with state credentialing regulations.

Prepares reports as requested by the Assistant Superintendent for authorized personnel.

Promotes and assures appropriate communication within the department and with other District personnel.

Attends and participates in meetings as requested by authorized personnel.

Performs other duties as assigned by the Assistant Superintendent.

MINIMUM QUALIFICATIONS:

Knowledge of federal, state, and district laws, regulations, and guidelines regarding personnel functions.

Knowledge of personnel functions, methods and procedures including recruitment, selection, placement, classification, and termination and evaluation procedures.

Knowledge of proper management and supervisory techniques and procedures.

Knowledge of program planning, development, and evaluation methods, techniques and practices.

Skill to interpret, apply, and enforce federal, state, and district laws, regulations, and guidelines.

Skill to maintain, analyze, and interpret data and prepare necessary reports.

Skill to plan, organize, implement, and coordinate programs and activities according to established goals and objectives.

Skill to coordinate, direct, supervise and evaluate the work of others.

Skill to communicate effectively in both written and oral forms.

Skill to develop a variety of forms and information gathering instruments to maintain a proper documentation system for personnel administration.

Skill to motivate others in the common accomplishment of stated goals and objectives.

Skill to establish and maintain effective work relations with those contacted in the performance of required duties.

Ability to sit for prolonged periods, supervise and train personnel, accurately maintain detailed records.

Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity.