

Position: Chief Human Resources Officer**Department:** Human Resources**Reports To:** Superintendent

NATURE AND SCOPE

Serves as the chief administrative officer for the Human Resources Department; plans, organizes, directs, and administers the recruitment, selection, classification, employee training and advises the Superintendent on personnel management matters; supervises other District related personnel functions such as disciplinary actions, performance evaluation, records management system, complaint resolution, wage and salary administration; serves as a District administrative representative in collective bargaining for certificated and classified contract negotiations; represents the Human Resources Department at meetings of the Board of Education. The HR Director is responsible to the Superintendent, serves as a member of the Superintendent's Cabinet and on other committees as appointed by the Superintendent.

DISTINGUISHING CHARACTERISTICS

This is a Cabinet Level position and is not within the collective bargaining unit. Demonstrates a high-level competency in multiple skill areas, and exhibits the ability to lead and direct others. Assist the Superintendent and administrators in establishing criteria for employment, assignment and the dismissal of personnel. Work closely with the Business Department in implementing payroll and insurance programs. Serves as a member of negotiations and other district management committees as appointed by the Superintendent.

ESSENTIAL TYPES OF DUTIES

- Develop, Implement and interpret the application and administration of personnel policies and regulations, administer, plan and implement programs and procedures for recruiting, selecting, promoting, terminating, transferring, assigning and evaluating certificated and classified personnel.
- Develops and administers a comprehensive system for human resources development including administrative programs for classification, compensation, and advancement; training and development; recruitment, selection, and succession planning; and recognition programs.
- Develops and maintains a system for personnel records for all employees in order to provide comprehensive, efficient, accurate and current records of all matters pertinent to employment, transfer, tenure, retirement, leave, and promotions.
- Serve as a key contact and the communications liaison in Emergency Preparedness
- During COVID-19 Pandemic, serves as Primary Contact Tracer for all staff
- Keeps abreast of governmental statutes, regulations, and rules relating to personnel administration and advises appropriate parties of the provision of the law. Maintains contact with legislative bodies on matters pertaining to personnel management in education.
- Manages and oversees employee training and development, performance evaluation; personnel records management systems, orientation and induction of new employees
- Counsels with management and employees to resolve complaints, difficulties and other matters related to personnel management and works with supervisors on difficult or sensitive personnel matters.
- Directs the day-to-day administration of labor contracts and salary schedules for all personnel.
- Oversees preparation and maintenance of statistical information on all personnel and assures submittal the necessary Federal, State, County and local statistical reports.

- Directs and participates in research pertaining to personnel, including salary research, studies of staff characteristics, professional standards and other pertinent projects.
- Reviews and consults on recommendations for termination of employment, assembling substantiating information for dismissal of employees and arranging any necessary conferences and hearing.
- Oversees and prepares the Superintendent's personnel recommendations for submission to the Board.
- Supervise, evaluate and administer District Worker's Compensation Program including processing of claims and providing preventative in-services to all employees; Board Member for the Worker's Compensation for the Region.
- Conducts collective bargaining with labor unions, securing contracts that best serve the District's interests.
- Interprets the most complex and sensitive personnel policies and regulations for staff and makes recommendations to the executive team and advisory boards concerning the formulation of personnel policies and regulations.
- Counsels with management and employees to resolve complaints, difficulties and other matters related to personnel management and works with supervisors on difficult or sensitive personnel matters.
- Directs the day-to-day administration of labor contracts and salary schedules for all personnel.
- Maintain communication with Santa Cruz County Office of Education, neighboring school district human resources departments for the purpose of updating personnel procedures and sharing interpretations of County, State and Federal laws.
- Develops and recommends policies and procedures for the Superintendent's Cabinet.
- Establishes and directs the work assignments of the Human Resources Division personnel.
- Develops and recommends policies and procedures for the Superintendent's review and administers the same upon adoption by the Board of Education.
- Member of the district Safety Committee to implement SB 198, CAL-OSHA and ADA laws
- Maintains current knowledge of state laws, court decisions, and other litigation relevant to all areas of personnel and employee relations.
- Oversees all aspects of employee master contract writing, including proposing and recommending components of master contracts for the Superintendent's approval.
- Interprets the negotiated agreements to members of the staff, as appropriate
- Maintains an effective working liaison with District legal counsel.
- Title IX Coordinator for staff.
- Coordinates with the functioning of Business Services, Instructional Services and Special Education/Student Services
- Performs actions and makes recommendation to the Superintendent on matters related to employee transfer, promotion, salary placement, leave of absence, suspension, and termination or retirement from service.
- Performs other tasks, as assigned by the Superintendent, in support of the objectives of the position.

QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of: Interest based problem solving and conflict resolution techniques; principles and practices of modern public Human Resource administration; recruitment, selection, training, and evaluation procedures; collective bargaining and contract management techniques; program planning, development, and evaluation methods; state and federal laws, regulations, and codes related to basic school district operations and human resources; budget preparation and administration; record keeping techniques; basic research and statistical methods as applied to treatment of salary data; mediation, arbitration, grievance procedures, and legal issues involving unfair labor practices. Knowledge of California Education Code, California Government Code and personnel policies, rules and regulations of

the District. Federal statutes, executive orders, and regulations related to civil rights, age discrimination, fair employment practices, and ADA, Title IX and labor relations related to personnel laws. Maintenance of wage and salary administration, including organizational structure, job identification, job analysis and job evaluation

Ability to: Communicate effectively both orally and in writing with individuals and groups with diverse backgrounds; operate a computer to enter data, maintain records, and generate reports; prepare and deliver oral presentations; establish and maintain cooperative and effective working relationships with others; train, supervise, and evaluate personnel; complete work with many interruptions; read interpret, apply, and explain rules, regulations, policies, and procedures; analyze situations and adopt an effective course of action; meet schedules and timelines; plan and organize work; work confidentially and with discretion; accept responsibility; serve as a resource to employees pertaining to personnel related problems, concerns, and issues; work effectively with legal counsel and understand legal concepts and language; facilitate meetings.

Education and/or Experience:

Master's degree in education or related field, experience as an administrator in a school district; Or, any combination of experience and training that provides the required knowledge, skills, and abilities.

Minimum of 5 years, education administrative experience with progressively responsible positions in the school. Leadership experience at the district office level. Three (3) or more years of administrative experience in Human Resources. Two (2) or more years of experience as a member of a collective bargaining team. Chief negotiator experience preferred. Demonstrated expertise in investigating and facilitating resolution of grievances and discrimination complaints.

Mental Demands:

- Ability to communicate effectively in verbal and written form.
- Ability to interpret policy, procedures, and data.
- Ability to maintain emotional control under stress.

Physical Demands/Environmental Factors:

- Prolonged periods of standing and/or sitting during meetings indoors and/or outside of buildings.
- District and occasional statewide travel; frequent prolonged and irregular hours .
- Occasional lifting of 25 pounds or more

TERMS OF EMPLOYMENT

Work Year, 225 Days. Salary as defined in current Classified Administrative Cabinet Salary Schedule, AR 4351.8.

EVALUATION

The Superintendent will evaluate performance of this position

Board approved: 10/20/21