

JOB DESCRIPTION

Human Resources Director

Directly responsible to the Superintendent.

1. Assumes general administrative responsibility for oversight of human resource operations to include personnel, employee negotiations and employee welfare benefits.
2. Recruitment of all licensed personnel.
3. Recruitment and selection of all classified personnel.
4. Recruitment and maintenance of qualified substitute teachers.
5. Assists the Superintendent in negotiations, arbitration and representation issues with District bargaining units.
6. Assists the Superintendent in negotiations of administrative contracts.
7. Administration of employee agreements and employment policies for all non-licensed personnel.
8. Administrates workers' compensation program.
9. Represents the District for all labor relations litigation and related issues.
10. Administrates the unemployment compensation program.
11. Represent the District for all student services related activities requiring District representation.
12. Review and analyze all legal agreements entered by the District.
13. Advises the Superintendent in those issues for which outside legal assistance is warranted.
14. Advises Administrators on legal issues related to students.
15. Assists the Superintendent to ensure appropriate oversight of district employee salary and benefit costs.
16. Conducts internal investigations and coordinates district responses to human rights, discrimination and harassment complaints.
17. Responsible for the maintenance of the pay equity program.
18. Responsible for the Staff Automated Reporting (STAR) report to the state.
19. Performs other tasks and responsibilities as assigned by the Superintendent.

Adopted: 2/7/00

