

**DIRECTOR – HUMAN RESOURCES**

**PRIMARY FUNCTION:**

Under administrative direction assumes a wide variety of responsibility related to the Human Resources office such as internal human resources operations, affirmative action and non-discrimination in employment, Title IX, credentials analyst, district coordinator for the personnel information system, budget and payroll system, and recruitment. This position supervises, directs and evaluates the human resources staff in their job-related functions. This position has responsibilities to the Associate Superintendent of Business Services for Human Resources related items.

**DIRECTLY RESPONSIBLE TO:**

Assistant Superintendent of Human Resources

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Organizes, supervises, and facilitates the recruitment of certificated, classified and management employees.
2. Monitors certificated assignments for appropriate credentials, works with administrative staff to comply with credentialing requirements mandated by the Commission on Teacher Credentialing. Acts as a resource to teachers and administrators regarding changing statutes for credentials. Maintains up-to-date information on credentials via the Credentials Handbook.
3. District contact for No Child Left Behind (NCLB) highly qualified teachers status. Monitors certificated assignments for NCLB highly qualified status.
4. Supervises, evaluates, and directs the workload of the human resources office staff.
5. Consults with employees and union officials and makes recommendations to the Assistant Superintendent of Human Resources in matters pertaining to job-related concerns.
6. Works with union officials to informally resolve work-related issues before the grievance process is required.
7. Knowledgeable of the Board policies, Regulations, Education Code, Statutes, and State and Federal laws regarding employment.
8. Knowledgeable of the three collective bargaining contracts; and interprets said language for administrators, certificated, and classified employees of the district.
9. Develops jointly with the Assistant Superintendent of Human Resources procedures for human services that provide both a thorough and efficient operation of the Human Resources Office.

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10. Custodian of Record for personnel files; processes all subpoenas and written requests for employee information.
11. Works closely with the district's counsel on legal matters.
12. Acts as an informational resource to the Associate Superintendent of Business Services regarding the status of ongoing district commitment to the Human Resource/Payroll and Budget Program information system.
13. Provides budget information in the areas of salary, fringe and driven benefits. Assists Business Services in the financial monitoring of District programs related to these areas.
14. Coordinates with the Executive Director of Fiscal Operational Services, and District Accountant procedures for those duties that are joint responsibilities of Human Resources and Business Services.
15. Acts as the liaison between Human Resources and Business Services in the implementation and management of new payroll system and acts as resource for the financial systems.
16. Serves as a resource to Business Services regarding local complaints issues, including OSHA, Americans with Disabilities Act, and industrial accident claims involving facilities, as it relates to Human Resources activities.
17. Works closely with Business Services to manage the Employee Fringe Benefit Program including evaluations of plans and fiscal operations as part of a district team, in addition to the employee contact requirements of the Human Resources Department.
18. Develops and manages mandated cost system related to Human Resources activities.
19. Coordinates Human Resources' involvement in new district responsibilities that occur from time to time as a result of new legislation and/or regulatory action.
20. Works jointly with the Executive Director of Fiscal Operational Services to serve as resource to the Associate Superintendent of Business Services in budget development, with direct input from the Assistant Superintendent of Human Resources.
21. Participates in the Superintendent's cabinet.
22. Evaluates designated personnel.
23. Performs other duties as assigned.

**Adopted:** October 22, 1996

**Revised:** June 10, 1998; March 10, 1999; March 14, 2001; April 25, 2007; June 25, 2008