

**Pleasanton Unified School District**

**JOB DESCRIPTION**

**TITLE:** Senior Director, Human Resources

**CLASSIFICATION:** Certificated Management

**REPORTS TO:** Assistant Superintendent, Human Resources

**DESCRIPTION:**

Under the general supervision and direction of the Assistant Superintendent, this position performs a variety of professional management-level Human Resources duties involving the use of independent judgment to lead and manage the operations and activities of the Human Resources Department.

**PERFORMANCE RESPONSIBILITIES INCLUDE:**

- Manage and oversee all day-to-day aspects of the Human Resources Division, including supervision and evaluation of Human Resources personnel.
- Assist with the development and revision of Board Policies and Administrative Regulations as they relate to the Human Resources Department; provide direction for all personnel programs within the policies of the Board of Education in accordance with State statutes and regulations.
- Assist in leading and coordinating the recruitment, selection, placement, evaluation, promotion, and discipline of all District personnel, implementing relevant bargaining unit contracts, State laws and District policies.
- Assist with and provide leadership for employee contract management for certificated and classified bargaining units; development of contractual agreements; interpretation and clarification of employee agreements, rules, policies and procedures; development of job descriptions, classification and reclassification considerations; employee grievances; communication with management and bargaining unit employees.
- Assist in establishing departmental goals and objectives which are consistent with district policies; provide consultant services on departmental matters; may convene district administrators and staff to discuss district-wide human resources issues; actively promote and encourage a customer-friendly environment within the Human Resources Department to provide customer service to internal and external clients.
- Attend conferences and workshops, and read relevant legal updates and articles to remain current on state statutes and regulations affecting District personnel practices.
- Serve as a member of the management negotiations team, and assist with collective bargaining and contract management for all certificated and classified bargaining units.
- Assist in the coordination of professional development training programs for district administrators and staff to ensure the maximum effectiveness of employees, including leadership training, supervisory training, labor contract interpretation and application, and new employee training in collaboration with other divisions; assist in leading professional development plans for ongoing training in areas impacting employees within Human Resources and district orientation programs for new employees in collaboration with other divisions.

- Assist in leading and coordinating the District's investigatory processes with regards to complaints of discrimination, harassment, employee ADA accommodation, and misconduct; help ensure resolution of allegations and complaints are timely; help ensure disciplinary actions are implemented in a fair and consistent manner; help ensure compliance for background checks and outcome of background checks in accordance with legal mandates.
- Ensure ongoing communication with Principals, central office staff, legal counsel, labor leaders, other District staff, and the community to strengthen the effectiveness of labor and staff relations, employment services, and reward/recognition system.
- Provide direction and assistance for all management personnel regarding personnel matters.
- Assist in coordinating collaborative staff and labor relations activities; coordinate and disseminate labor relations information; may assist in resolving disputes and grievances in accordance with district policies/procedures, union contracts, and past practices.
- Examine and develop personnel procedures and make recommendations for improvement.
- Assist in overseeing the development and maintenance of employee records including personnel files, employee attendance, credentials, criminal background checks, and tuberculosis clearance.
- Represent the District in meetings with administrators, professional staff, business leaders, governmental representatives and the public concerning personnel and employee contract management as requested.
- In conjunction with the Business Department, assist in ensuring accurate and timely position control and budget information on all aspects of certificated and classified staffing.
- Effectively communicate with the District sites, offices, the Board of Education and the community.
- Perform other duties as assigned by the Assistant Superintendent, Human Resources.

## **QUALIFICATIONS:**

### **Knowledge of:**

Human Resources; public school personnel law and district organization; State and Federal labor laws; fair employment, affirmative action and non-discrimination laws; public sector collective bargaining; interest-based problem solving; budget and position control accounting; staff supervision, staff development, and effective management techniques; technology applications for Human Resource systems; data management and complex calculations; modern office organization, procedures, and practices; clerical skills.

### **Ability to:**

- Coordinate and implement Human Resources programs which will serve in the best interest of employees and the District.
- Represent the District in a professional, welcoming, and responsive manner to both internal and external customers and staff members.
- Demonstrate effective skills in organizational and educational leadership; and supervise and evaluate the effectiveness of staff members.
- Collect, interpret and analyze complex technical data, identify potential problems, and prepare sound recommendations.
- Present information, both written and verbal, in a clear, concise, and professional manner.
- Perform in situations requiring specialized knowledge using professionalism, confidentiality and good judgment.
- Communicate effectively with a variety of individuals and groups, in person, orally, and in writing.

- Maintain cooperative working relationships with those contacted in the course of work.
- Provide outstanding customer service in performing Human Resources duties.

**Training and Experience:**

- Bachelor's degree required; Master's degree in Human Resources, educational leadership, public administration, or related field preferred.
- Five years of increasingly responsible Human Resources management level experience relevant to the position.
- Leave of absence management experience preferred.
- K-12 Public School experience preferred.

**TERMS OF EMPLOYMENT:**

220 days, Management/Confidential Salary Schedule

Draft: April 11, 2024

Board Approved: April, 11, 2024