

Oak Grove School District

JOB TITLE: Director of Human Resources

SALARY RANGE: F(8)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Assistant Superintendent of Human Resources, The Director of Human Resources (HR) assists in the planning, organization, coordination, and supervision of policies and procedures for certificated and classified personnel in the District. The Director of HR will direct, coordinate, supervise, and evaluate the work of others. The Director 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 of personnel procedures. This job class functions as a member of the District Management Team and participates in the formulation and implementation of District policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following is a list of duties that are representative of the position that include, but are not limited to:

- Represent the District in contract negotiations; work with members of the negotiating team to plan and implement bargaining strategy
- Assist 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; promote the District's diversity, equity, and inclusion practices with all hiring managers
- Oversee the establishment and maintenance of essential personnel records for designated employees; establish and maintain an effective and current classification system
- Direct 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; coordinate District action in cases of employee dismissal
- Plan, direct and coordinate the program for absence tracking and providing substitute workers for all employee positions; overseeing leaves of absence, accommodations, and return to work plans
- Coordinate the District's personnel evaluation program for both certificated and classified employees and the development of performance improvement plans and professional development opportunities

- Assist in the development and implementation of District personnel policies; interpret District policies and administrative regulations regarding personnel procedures
- Administer the District's salary program; gather salary data, compile figures, prepare and analyze results, and apply salary information to District needs and situation
- Assist in determining staffing needs and ratios; administer the District's program of staff allocation
- Serve as a source of information regarding personnel practices and procedures to managers, principals, schools and other staff members
- Confer, consult, and coordinate with the appropriate parties regarding the compliance of District personnel policy along with federal and state law, District regulations, and contracts
- Assist in the monitoring and placement of all certificated employees to ensure compliance with state credentialing regulations
- Direct employee background and clearance process and mandatory trainings to ensure the District complies with applicable federal, state, and local laws and District policy
- Oversee workers compensation program ensuring all work-related injuries are processed in accordance with state law and District policy
- Investigates employee concerns, grievances or complaints in accordance with established policy and timelines to comply with applicable federal and state regulation; act as a Title IX officer
- Prepare reports or presentations as requested by the Assistant Superintendent for leadership team members or Board of Trustees
- Promote and assure appropriate communication within the department and with other District personnel
- Attend and participate in meetings as requested by authorized personnel
- Performs other duties as assigned by the Assistant Superintendent

MINIMUM QUALIFICATIONS:**Education and Experience:**

- Bachelor's and/or Master's degree from an accredited college or university with major course work in education or related field
- California Administrative Services Credential
- Minimum 3 years of prior principal or administrative experience

Knowledge of:

- Knowledge of federal, state laws, and District regulations and guidelines regarding personnel functions
- Knowledge of current personnel functions, methods and procedures including recruitment, selection, placement, classification, and termination and evaluation procedures
- Knowledge of effective management and supervisory techniques and procedures
- Knowledge of program planning, development, and evaluation methods, techniques and practices

Skills and Ability to:

- Skill to interpret, apply, and enforce federal, state laws and District 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 accurately maintain detailed records

DESIRABLE QUALIFICATIONS

- Human resources or personnel training or certification preferred
- Previous bargaining unit negotiations experience preferred
- Bilingual/biliterate in Spanish preferred

WORKING CONDITIONS

- Office environment and occasionally outside weather conditions, as applicable
- Driving a vehicle to conduct work at office and school sites

PHYSICAL DEMANDS

- Stand and walk for extended periods of time
- Hear and speak to exchange information in person or virtually; near and far vision, and depth perception to monitor and evaluate staff or front lobby visitors; read written or printed notes and materials
- Ability to lift, carry, push or pull 25 pounds of personnel materials or work equipment; reach in all directions

PHYSICAL DEMANDS - continued

- Bend, twist, kneel and stoop
- Dexterity of hands and fingers to manipulate work tools and operate audio-visual and educational training equipment, write legible reports
- Speak clearly and communicate effectively to present to individuals or groups
- Observe work environment conditions and employee performance

We are dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. Our organization is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Our organization is a Drug and Tobacco-Free Workplace.

Our organization requires a successful candidate to undergo fingerprinting clearance, provide proof of TB clearance, provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. All new employees will be required to complete mandated training and certifications required by state law and District regulations related to employment in a school setting. Inquiries regarding compliance procedures may be directed to our Human Resources Department.