



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Executive Director, Human Resources

JOB SUMMARY:

Under general and policy direction of the Personnel Commission and Deputy/Assistant Superintendent Human Resources, the Executive Director has responsibility for planning, coordinating, organizing, and directing classified and certificated personnel functions of the district. This role is dual in nature, under joint supervision comprising of 50% Personnel Commission and 50% Deputy/Assistant Superintendent Human Resources. Serves in the administration of all human resources services, labor relations, employee benefits and school law for both certificated and classified employees. Performs procedures necessary to administer the district's classified personnel system in accordance with California merit system law, the rules and regulations of the Personnel Commission and the policies of the Board of Trustees. Serves as Secretary to the Personnel Commission. Participates as a member of the District Management Team.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of this classification.

Essential Duties:

- Administers and coordinates human resources functions related to classified and certificated personnel.
- Provides for and executes policies and procedures relative to employment applications, examinations, appointments, dismissals, resignations, layoffs, compensation within classification, job analysis and class specifications, service ratings and other matters necessary in administering the provisions and purposes of California merit system law, district rules, and all matters pertaining to certificated and classified personnel.
- Interprets and applies Federal and State laws, district policies and procedures, Collective Bargaining Agreements as well as Personnel Commission rules and regulations.
- Confers with employee groups, employees, legal counsel, and District managers and principals on interpretation of Board policies, regulations, and other problems on personnel management matters such as promotion, discipline, transfer, layoff, evaluation, and grievance handling as needed.
- Administers and conducts the interactive process and accommodations processes for classified and Certificated employees.
- Supports District managers and principals with investigations.
- Supports District managers and principals with progressive discipline.
- Supports District managers and principals with complaints management.
- Supports District managers and principals with evaluations of certificated/classified staff and managers.
- Supports the District with negotiations.

- Ensures that the District maintains a program of position classification reflecting equitable job relationships based upon systematic evaluation of duties and responsibilities, as required by California merit system law.
- Serves as a resource person to the Personnel Commission and Deputy/Assistant Superintendent Human Resources in the development of classified rules and amendments to rules, to ensure the efficiency of the classified service, as well as the selection and retention of employees on the basis of merit and fitness.
- Responsible for the development and administration of the District's classified recruitment and testing procedures, in accordance with State and Federal laws and regulations to assure applicants meet established minimum requirements; establish appropriate testing materials; and certify eligible candidates to the appointing authority.
- Directs the recruitment and selection process for certificated and classified personnel; develop, implement, and oversee job announcements, establish appropriate testing procedures, paper screening, interviewing, reference checking, and other selection processes.
- Assists with the preparation of the Personnel Commission agendas, meeting minutes, annual Personnel Commission report, back-up materials for Personnel Commission meetings and classified personnel board agenda information and documentation of personnel actions.
- Assists with development of annual budgets and submitting them to appropriate personnel and for the consideration and approval of the Personnel Commission; analyze and review budgetary and financial data.
- Supervises salary surveys with respect to classification and salary matters, establishing study design, collecting data, compiling, and analyzing data, and formulating recommendations.
- Supervises and evaluates the work of the Personnel Commission and Human Resources staff.
- Under the direction of the Deputy/Assistant Superintendent Human Resources, consults and/or participates in the classified and certificated negotiations process to ensure compliance with all aspects of the California Education Code, Merit System Law, and District Board Policies.
- Assists with staff development, professional growth, and training programs for classified and certificated staff.
- Attends Personnel Commission, Board of Trustees, and assigned management and committee meetings.
- Attends hiring events, job fairs, conferences as a representative of the District.

Other Representative Duties:

- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
- Conducts research and prepares reports, as required or necessary.
- Provides advice, counsel or assistance to employees and administrators, as requested.
- In conjunction with District administration, plan appropriate, in-service training programs for classified employees and evaluate the effectiveness of those programs.
- May lead, attend, and participate in committee meetings and meetings with employee groups.
- Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

- Under general direction from the Personnel Commission and Deputy/Assistant Superintendent Human Resources provides direction to Personnel Commission and Human Resources staff, including all supervision and evaluation of assigned personnel.
- Regular and continuing contact with all schools and departments, classified and certificated employees, administrators, Executive Cabinet, Commission members, and Superintendent. Regular and continuing collaboration with the Deputy/Assistant Superintendent of Human Resources.
- Continuing contacts with Merit System and Human Resources organizations and colleagues; staff members of the Orange County Department of Education and other school districts, attorneys, employee organization representatives, and other interest groups.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of personnel administration, including position classification, salary administration, recruitment, examination, selection, interviewing techniques, affirmative action and equal opportunity laws.
- Applicable section of the Education Code and other laws related to classified and certificated personnel practice and procedures.
- California merit system and human resources laws, legislation, and statutes, organization, and procedures, including relevant California Education and Government codes.
- Test development and analysis.
- Principles and practices of management, employee training and supervision.
- Collective bargaining process and practices.

Ability to:

- Plan, organize, direct, and control a comprehensive personnel program ensuring the application of merit system and human resources principles and practices of school district classified and certificated personnel management.
- Foster and enhance recognition of the Personnel Commission as an independent and neutral resource to classified employees.
- Foster and enhance recognition of the District employee organizations, management, and others, regarding classified and certificated school employment.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of assigned duties.
- Communicate effectively both orally and in writing, including the preparation and presentation of detailed and complex analyses, recommendations, and conclusions.
- Effectively manage, supervise, motivate, direct and train personnel.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- Graduation from an accredited college or university with a B.A. or B.S. degree in public administration, industrial psychology, labor relations, public personnel management, or other closely related field.

Experience:

- Five (5) years of progressively responsible professional experience in school district leadership, personnel management, employer-employee relations.
- Experience in a Merit System or Civil Service System and recruitment, testing, classification and compensation is highly desirable.
- Master’s Degree in one of the fields (or closely related field) listed above is desirable.

Note: These combinations represent the kind of level of experience and education considered appropriate but is not meant to exclude other comparable combinations. Appropriate experience may be substituted where considered by the Commission and District to be acceptable.

Licenses Required:

- Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS:

The employee is regularly required to hear, talk, and sit; use hands to finger, handle, and reach with hands and arms. The employee is sometimes required to stand, walk, climb, or balance, stoop, kneel or crouch. The employee must regularly lift and/or move objects weighing up to 10 pounds and occasionally lift and/or move objects weighing up to 50 pounds. Specific vision abilities required to read, analyze, and review documents.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works in an office environment, where the noise level is usually moderate. The employee travels to a variety of school and off-site facilities for meetings.

SALARY RANGE

Range M75

Classified Management

Approved by Personnel Commission: 4/18/2024