



# Romoland School District

## JOB DESCRIPTION

### CHIEF PERSONNEL OFFICER

#### **SUMMARY**

Under direction of the Superintendent, plans, organizes, and administers a comprehensive human resources program for the district, including all personnel transactions and procedures for classified and certificated employees; develops/administers the department budget; proposes human resources policies, rules, and procedures, and ensures compliance with federal, state, and local laws and Board policies; implements assigned professional development plan as required.

#### **REPRESENTATIVE DUTIES and RESPONSIBILITIES**

- Supervise human resources functions related to all staff with direct oversight on those functions related to certificated staff.
- Monitor and assist school site/department managers in the certificated evaluation process.
- Direct and evaluate the work of assigned staff.
- Recommends Board Policy and Administrative Regulations additions/changes and ensure that any adjustments to policy are communicated to appropriate district staff.
- Supervise the District's overall recruitment and selection process (with a focus on certificated staff), ensuring advertising in appropriate media, posting in accordance with regulations and labor agreements, and establishing application procedures.
- Interpret and assure district adherence to district policies, practices, and procedures; Education Code, employee agreements, and legal regulations related to human resources practices; serve as a resource to administrators, classified staff, teachers, and applicants in these areas.
- Monitor and assure compliance with legal requirements and government reporting regulations affecting human resource functions (e.g. OSHA, EEO, FLSA, ADA, Education Code, CALPADS, etc.) and monitor exposure of the district with regard to noncompliance and direct the preparation of information requested or required for compliance and approve all information submitted.
- Collaborate with the Business Services Department in managing the District's Risk Management program.
- Represent the district in matters relating to unemployment and workers' compensation hearings, EEOC investigations, etc.
- Administer the district employee leave and vacation program according to established laws, rules, regulations, policies, and employee bargaining agreements.

- Plan, develop, recommend, and review existing rules to ensure compliance with regulations, employee association contracts, and best human resources practice.
- Conduct investigations of personnel actions; research and coordinate disciplinary hearings; and administer and monitor corrective action and disciplinary procedures to ensure fair and equitable treatment of all employees.
- Facilitate, attend and participate in conferences and meetings; meet and advise employees.
- Oversee ADA reasonable accommodation meetings with employees.
- Direct the implementation of collective bargaining contracts; maintain ongoing relationships with employee associations.
- In consultation with the Superintendent, serve as primary negotiator with the District's bargaining units.
- Manage the data integrity of the Human Resources information systems.
- Prepare the annual departmental budget and administer budgetary expenditures.
- Make presentations to the Board regarding human resource activities and concerns.
- Approves all Board of Education agenda items from the Human Resources Department.
- Maintain current knowledge of regulations and requirements and best practices.
- Perform other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of**

- Principles and practices of public human resources administration, including job classification, recruitment, examination, interviewing techniques, and personnel transactions and procedures.
- Current personnel practices, laws, regulations and principles, including, but not limited to, labor relations, affirmative action, equal employment opportunity and the Uniform Guidelines, unemployment insurance, worker's compensation, and their application to district human resources practices.
- Provisions of the State Education Code governing classified and other employees in school districts.
- Budget preparation and control.
- Employer/employee relations under collective bargaining, including negotiations of contract, administration of grievance, and unfair labor practices.
- Principles and practices of supervision, training, and management.
- Statistical reporting and record keeping.
- Use of online and other technological resources in the implementation of required job functions.

### **Ability to**

- Plan, organize and direct a comprehensive human resources management program.
- Interpret employee benefit programs.
- Develop and present staff development programs.

- Interpret employee association contracts.
- Write policies, regulations, and contract language clearly and concisely.
- Communicate effectively both orally and in writing.
- Be a flexible and creative problem solver.
- Maintain current knowledge of applicable laws, codes, rules, and regulations.
- Maintain confidentiality of sensitive and privileged information.
- Supervise, train, and evaluate personnel.
- Work independently with little direction and provide work direction to others.
- Work collaboratively and promote a positive work environment.
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, and ethnic backgrounds of district personnel, students, parents, employees, administrators and the communities served by the district.
- Maintain consistent, punctual and regular attendance.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

- Valid California credentials authorizing teaching and administration.
- Masters Degree in Educational Administration, Human Resources, or similar.
- Teaching experience is required; experience in public school human resources management is desirable.
- Any combination of experience, training and/or education to demonstrate proficiency in the knowledge and abilities listed is required.
- Class C Driver's License is required.

### **OTHER**

- Proof of Tuberculosis clearance every four years; fingerprint clearance by the Department of Justice.

## **PHYSICAL DEMANDS and WORKING CONDITIONS**

- Work primarily conducted in indoors; however some duties may require work outdoors, during the evening, or in inclement weather or disaster situations.
- Work may involve meeting with, supervising, and or controlling individuals who may be physically or emotionally upset.
- Some reaching, grabbing, lifting, or carrying weight of standard office materials or in supervision of staff and students is required.
- Contact with blood-borne pathogens and other potentially infectious materials is limited, but possible.
- Frequent overtime and/or schedule changes occur; duties may include responding to work related matters 24 hours-a-day.

### **Work Year**

247 Days

Board Approved: 4/12/2022