



Pleasanton Unified School District
Mission Statement: "Our students will make a better world "

JOB DESCRIPTION

TITLE: Director, Human Resources

CLASSIFICATION: Classified Management

REPORTS TO: Assistant Superintendent, Human Resources

DESCRIPTION:

Under the direction of the Assistant Superintendent, this position performs a variety of professional management level Human Resources duties involving the use of independent judgment in support of the operations and activities of the Human Resources Department.

PERFORMANCE RESPONSIBILITIES INCLUDE:

- Assist in the development, coordination, and implementation of a comprehensive plan of recruitment, screening, onboarding and retention of classified employees.
- May administer provisions of the classified collective bargaining agreement and assist in the negotiations process.
- Provide technical assistance in the day-to-day operation of the Human Resources Department.
- Provide and coordinate classified professional development activities and training initiatives related to District and Human Resources objectives.
- Collaborate with administrators and labor leaders to ensure that Classified Professional Development is planned, scheduled and implemented.
- Responsible for oversight and management of the District's Worker's Compensation and return-to-work programs.
- Assist with compliance and training of District-wide and State mandated health and safety programs.
- Support the Assistant Superintendent, Human Resources at Board meetings, monthly meetings and classified negotiations and other employee related meetings.
- Oversee District-wide position control within the Human Resources Department in collaboration with Business Services to ensure cohesiveness across the District.
- Assist in the collection and analysis of comparative Human Resources data including statistical and compensation surveys and reports.
- Assist with the development and revision of Board Policies and Administrative Regulations as they relate to the Human Resources Department.
- May direct and supervise classified employees in the Human Resources Department.
- Oversee the District's absence management program in accordance with collective bargaining agreements, ADA/FMLA/CFRA and State disability guidelines.
- Provide experience, knowledge and guidance regarding the District's ADA/FEHA compliance

and the Interactive/Reasonable Accommodation process.

- Oversee the reclassification request process and provide periodic review, analysis, and recommendations related to position classifications and ranges.
- Update, revise, and create new District job descriptions as needed.
- Complete classified employee District, State, or Federal reports as required.
- Fulfill other duties as assigned by the Assistant Superintendent, Human Resources.

QUALIFICATIONS:

Knowledge of:

Human Resources, Risk Management and Absence Management practices and procedures; State and Federal labor laws; fair employment, affirmative action and non-discrimination laws; interest-based problem solving; technology applications for Human Resource systems; modern office organization, procedures, and practices; clerical skills.

Ability to:

- Coordinate and implement a classified Human Resources program 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.
- 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 or the equivalent combination of education and/or years' of Human Resources experience.
- Five years of increasingly responsible Human Resources management level experience relevant to the position.
- Three years of Risk Management experience preferred.
- Leave of absence management experience preferred.
- K-12 Public School experience preferred.

TERMS OF EMPLOYMENT:

225 days, Management/Confidential Salary Schedule

Draft Revision: December 2017

Board Approved: January 16, 2018