

BUENA PARK SCHOOL DISTRICT

CHIEF PERSONNEL OFFICER

DEFINITION

The classification of Chief Personnel Officer is an executive cabinet level position which requires subject matter expertise in educational human resources management and comprehensive educational organization management experience. Job knowledge requirements are applied to organizational leadership and development of appropriate human resources practices, policies, goals, and objectives. The position meets regularly with the Board of Education, Superintendent and other policy makers in planning and implementing Personnel Services management issues.

PRIMARY FUNCTION

Under the direction of the District Superintendent, the Chief Personnel Officer serves as the District's Personnel Services administrator and chief negotiator with all employee associations. The Chief Personnel Officer plans, organizes, directs, and administers the employee recruitment selection, employment, transfer, promotion, layoff, and separation processes. The administrator oversees the planning, development, implementation and maintenance of personnel files and records; plans, directs, and administers the District employer/employee relations processes; and assists in the planning, development, and implementation of Board policies, superintendent regulations, and the strategies for achieving District goals and objectives.

EXAMPLES OF DUTIES

- Serves as the advisor to the Superintendent pertaining to human resources management, employee compliance issues, and employer/employee relations issues and concerns.
- Serves as the District's chief negotiator with all employee associations.
- Provides contract management, interpretation, and enforcement for all employee associations.
- Identifies, plans, and establishes goals, objectives, and direction of the Personnel Services Division.
- Serves as chief administrator for recruitment and employment of management, certificated and classified staff.
- Provides recommendations for termination and/or non-re-employment of management, certificated and classified staff.
- Facilitates the District's participation in the Peer Assistance Program (PAR) and ensures compliance of the PAR panel as set forth in the CBA.
- Plans, organizes, develops, and recommends Personnel Services Division policies and regulation statements, and operational procedures and guidelines.
- Aids in reviewing, analyzing, and evaluating pending legislation, legal mandates, regulations, and guidelines which may affect District programs, functions, and activities.

- Plans, develops, and implements audit and evaluation procedures to ensure that personnel services' processes and procedures are pursued in a cost effective and cost beneficial manner.
- Plans, designs, and establishes assessment and evaluation procedures for employees.
- Plans, designs, implements, and continuously assesses the Personnel Services Division record management, storage, and retrieval system.
- Plans, organizes, and administers a comprehensive employer/employee relations program, including the conducting of negotiations with labor organizations, and the administration and interpretation of collective bargaining agreements.
- Plans, organizes, implements, and maintains the District employee compliance programs including Americans with Disabilities Act, Family Medical Leave Act, and Equal Employment Opportunity.
- Reviews, analyzes, and audits the District employee performance appraisal program, and counsels, advises, and assists management and supervisory personnel in developing programs that aid in employee motivation and in the improvement of employee performance.
- Serves as the District grievance process coordinator, including overseeing and managing the District grievance hearing process.
- Coordinates the Beginning Teacher Support and Assessment Induction Program (BTSA).
- Conducts and/or assists with investigations related to District and employee matters.
- Provides leadership and expertise in the budget planning process, particularly pertaining to the utilization of appropriate human and monetary resources.
- Provides information to employees regarding benefits available under human resources programs.
- Coordinates classification and wage studies.

OTHER DUTIES:

Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, trends, methods, strategies and procedures pertaining to the Personnel Services Division management systems and programs.
- Principles, methods, techniques, and strategies of organizational planning, control, evaluation and forecasting.
- Modern data management, storage, and retrieval systems.
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques.

- Human resources programs and procedures, including knowledge of principles and practices of public personnel administration, i.e. job classification, salary administration, recruitment, examination and interviewing techniques, and personnel transactions and procedures.
- Provisions of the California State Education Code governing employees in public school districts, along with other Federal and State laws that directly impact employees.
- Legal mandates, Board of Trustees policies, superintendent regulations, and guidelines appropriate to the administration of comprehensive personnel resources management program.
- Effective communication and public and human relations strategies, methods, and techniques.

Ability to:

- Plan, organize, direct, and manage a comprehensive human resources system.
- Analyze organizational problems, develop alternative solutions, and recommend sound and timely decisions.
- Accurately interpret and administer legal mandates, policies, regulations, and negotiated agreements.
- Effectively serve as a resource to employees pertaining to human resources related problems, concerns, and issues.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written form.
- Understand and carry out oral and written directions with minimal professional direction.
- Establish and maintain effective and cooperative organizational, public, and community relationships.
- Adhere to all applicable attendance rules and regulations, and to perform the essential functions of the job with or without reasonable accommodation.

EXPERIENCE

- Five years of experience in a responsible public education administration or supervisory position, including experience in human resources management, employer/employee relations, or similar fields.

EDUCATION

- Education equivalent to completion of a Master of Arts Degree or higher from an accredited college or university in education administrative, human resources administration, industrial relations, or other closely related areas.

- Possession of a valid California Administrative Credential authorizing services as an elementary and secondary level administrator.
- Possession of a California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier.

PHYSICAL DEMANDS:

Employees in this position must have ability to:

- Sit for extended periods of time.
- Work with Educational materials and objects, enter data into a computer terminal, operate standard office equipment, and use a telephone.
- See and read a computer screen and printed matter with or without visual aids.
- Hear and understand speech at normal room levels and understand speech on the telephone.
- Speak in audible tones so others may understand clearly in normal conversations, in training sessions and other meetings.
- Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
- Drive a car.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.