

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR, HUMAN RESOURCES-CLASSIFIED

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Human Resources, plan, organize, control and direct District personnel matters, hiring processes, employee relations program, and recruitment; plan, organize, and direct the activities of the Employee Relations program including grievances, employee complaints, unfair labor practices, and discrimination appeals; serve as a member of the negotiations team in collective bargaining; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Serve on the District bargaining team at the direction of the Assistant Superintendent; consult and follow-up with bargaining units regarding specific problems.

Oversee, monitor and provide in-service training regarding the implementation of agreements reached in the employee-employer negotiations process.

Represent the District in the processing of grievances and in grievance and discipline hearings.

Serve as the Equal Opportunity Officer per state and federal requirements; serve as a chief advisor to management concerning Employee Relations matters.

Assist in the handling of legal matters and labor relations pertaining to school District personnel; review pending litigation and case law and apprise appropriate District administrators; investigate employee and sexual harassment complaints.

Assist in the writing and maintenance of management and bargaining unit job descriptions and specifications; identify in-service training needs and recommend training programs for the purpose of increased capability of all employees.

Oversee and make recommendations regarding Employee Assistance Programs; oversee Classified Professional Growth Program.

Participate in the development and implementation of goals, objectives, policies, and procedures related to employee relations.

Represent the Board of Education as a member of the Collective Bargaining team with all recognized employee organizations; prepare and present management proposals and counter-proposals, and drafts of contract language and alternative contract language; communicate bargaining positions to the Board; coordinate and participate in impasse procedures, including mediation and fact-finding; meet with representatives of employee organizations to resolve problems and, if necessary, represent the District on a variety of labor relations issues.

Counsel and give advice to management on the grievance process and strategies; represent the District in formal grievance disputes, including representation in arbitration hearings.

Investigate, prepare, and present classified and certificated employee discipline cases.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Human Resources Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Labor laws and administrative rules and regulations applicable to employer/employee relations and nondiscrimination in employment.

Principles and practices of labor negotiations.

Principles and practices of public personnel administration and organization, administration and personnel management.

Operating techniques of a school district.

Principles, practices and techniques of contract writing.

Basic contract law and administration.

Laws, ordinances, rules, and regulations applicable to the negotiations process.

Labor relations and negotiations.

Provisions of the State Education Code governing employees in school districts.

The legislative process and its application to school districts.

Methods and procedures for legal writing and basic contract law.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in business, human resources or related field. Master's degree is preferred.

Experience: Five years of increasingly responsible experience in the administration of a Human Resources department in a public agency.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant Interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting and standing for extended periods of time.

HAZARDS:

Exposure to dissatisfied or abusive individuals.