

Position: Director of Human Resources**Classification:** Certificated Management**Reports to:** Assistant Superintendent of Human Resources**Range:** Certificated Management Salary Schedule

EDUCATION AND EXPERIENCE

California Administrative Credential and at least three years successful administrative experience with site principal experience preferred; or extensive commensurate experience in Human Resources and Educational Law.

Licenses and other Requirements:

Valid California driver's license; California Administrative Credential. Valid California Teaching Credential preferred or Juris Doctorate with emphasis in Human Resources and Educational Law preferred.

SUMMARY

Under the direction of the Assistant Superintendent of Human Resources, plan, organize, control and direct the daily operations and assigned functions of the Division of Human Resources; supervise and evaluate the performance of assigned personnel; review, develop and communicate human resources policies District-wide. Coordinate the collective bargaining responsibilities in the district. To assist the Assistant Superintendent to carry out more effectively the responsibilities of the Human Resource and the Child Welfare and Attendance office to the ultimate benefit of the District's entire educational program.

SPECIFIC RESPONSIBILITIES

1. Plan and direct a program for recruitment, selection and assignment of the best-qualified teachers and other certificated and classified personnel for a specified instructional area and for assigned departments and functions.
2. Work closely with District division and department heads, program managers, assistant superintendents and principals in projecting enrollments and determining staffing ratios and general staffing allocations.
3. Manage personnel procedures related to applications, examinations, eligibility, promotion, demotion, transfer, dismissal, resignation, layoff, reemployment, vacation, leave-of-absence, compensation, licensing and certification as applicable for both classified and certificated personnel.
4. Coordinate regular review and revision of District job descriptions and titles.
5. Interpret policies and procedures and union contracts; mediate disputes as necessary.
6. Assist in the development and implementation of the District's Affirmative Action Plan.
7. Participate in the overall management of the Human Resources function.
8. Provide direction and supervision to the Director of Child Welfare and Attendance.
9. Manage one or more major personnel functions related to summer school employment, substitute teachers, special education, employee evaluation, contracts, research, personnel handbooks or other as assigned by the Assistant Superintendent.
10. Provide counseling to employees regarding their rights, classification, benefits, requirements, retirement, compensation and other related items.

11. Coordinate the collective bargaining responsibilities in the district.
12. Coordinate and develop the Board's proposed contract proposals.
13. Prepare proposals and counterproposals.
14. Supervise certificated and classified negotiation process and contract.
15. Keep the Superintendent and Board of Education informed regarding progress in negotiations.
16. Recommend in-service training of management personnel regarding employer-employee relations.
17. Develop and acquire research and other data needed for development of District positions.
18. Coordinate regular review and revision of District policies and regulations.
19. Supervise and evaluate personnel staff assigned.
20. Perform a variety of major special projects affecting District-wide personnel programs and activities.
21. Maintain continuing communications with employee groups.
22. Co-Coordinate, develop and implement Leadership Training Academy for all Certificated and Classified Management.
23. Work collaboratively with Assistant Superintendent of K-12 education.
24. Serve as a member of the Superintendent's Cabinet.
25. Plan, organize, control, and direct security and safety functions of the District; organize and direct staff to provide District-wide enforcement of regulations, security and protective services for staff, student, Board members, and District property; handle confidential and sensitive internal investigations involving allegations of misconduct; assure compliance with rules, regulations, laws, Board policies and administrative regulations.
26. Advise District office and school administrators on security and protective services and conduct in-service training programs for District personnel in collaboration with the Executive Director, Prevention and Intervention.
27. Train and evaluate the performance of assigned staff; provide for continuing District staff training programs in security and safety techniques and procedures; and develop work schedules to provide maximum security services.
28. Provide technical expertise, information and assistance to the Assistant Superintendent, Superintendent, or others regarding assigned functions; assist in the formulation and development of safety and security policies, procedures and programs; identify unusual trends or problems and recommend appropriate corrective action.
29. Develop, plan, organize and implement proactive long and short-term programs and activities designed to develop safety and security programs and services.
30. Maintain current knowledge of applicable provisions of the Education Code, Penal Code, Municipal Code, Safety Code, Federal Communications Commission regulations, and other rules affecting the safety and security of District property, personnel and students.
31. Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
32. Assure appropriate safety and security measures are in place for public meetings, athletic events, and other activities; make recommendations for restitution for recovery of District losses due to theft, vandalism, or other activities.
33. Attend and conduct a variety of meetings as assigned; establish and maintain relationships with local, state and federal agencies and associations to remain current on programs and safety or security issues that affect District staff, students, or members of the public.

SPECIFIC QUALIFICATIONS

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintain confidentiality and ability to work cooperatively with others.

Knowledge of:

- Principles and practices of modern personnel administration.
- Evaluation approaches, strategies and techniques.
- Principles of classification and pay administration.
- Computer technology and its application in office automation.
- District organization, operations, policies and objectives.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Technical aspects of field of specialty.

Ability to:

- Interpret and apply laws, rules and standards.
- Supervise and evaluate the performance of assigned staff.
- Analyze and resolve critical issues with significant organizational impact.
- Work tactfully and effectively with administrators, employees and the public.
- Communicate clearly and effectively both orally and in writing.
- Utilize skills in computers including spreadsheets, data bases, word processing and mainframe access.
- Provide technical information and assistance to others concerning employment policies and personnel transactions.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and prepare reports.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

