

## **DIRECTOR, HUMAN RESOURCES**

### **JOB SUMMARY**

Under administrative and Personnel Commission direction, the Director, Human Resources plans and directs human resource services in accordance with Personnel Commission rules and regulations, District policy, Bargaining Unit agreements, and applicable practices and laws. The Director serves as the executive officer to the Personnel Commission. In support of the Personnel Commission, the Director oversees the classification, recruitment, selection and retention of Classified employees based on Merit System principles. The Director also supports Certificated Human Resources with the employee accommodations process and related personnel matters.

### **DISTINGUISHING CHARACTERISTICS**

The Director, Human Resources represents the Personnel Commission and the Merit System in the administration of a complex human resource system for employees in the Classified Service. The Director also oversees and administers employee accommodations processes District-wide for both Classified and Certificated employees.

### **SUPERVISION RECEIVED AND EXERCISED**

The Director, Human Resources receives supervision from and is evaluated by the Personnel Commission for duties under the purview of the Merit System. The Director also receives supervision from and is evaluated by the Associate Superintendent, Human Resources for duties under the purview of the District. The Director provides direct supervision to the Classified Human Resources Department team.

### **EXAMPLES OF DUTIES**- Duties may include, but are not limited to, the following:

- Models advanced leadership, customer focus, high integrity and innovation in the development of creative solutions to address a variety of complex employment matters;
- Works closely with the Superintendent, management team, and union leadership to provide highly effective Human Resources services in support of successful students, employees and schools;
- Identifies and avoids potential conflicts of interest with Merit System role and responsibilities;
- Develops and maintains efficient systems in a variety of operational areas to support the services provided from the Human Resources Departments.
- Supports career development opportunities for employees interested in promotion within the District;
- Prepares public meeting agendas, recommends appropriate actions, attends meetings and serves as the executive officer to the Personnel Commission;
- Plans, prioritizes, coordinates and directs the timely recruitment for classified personnel vacancies using electronic recruiting sources, strategic outreach methods and other methods to invite highly qualified applicants for openings;
- Maintains a monthly testing schedule with recruitment, testing and projected completion dates for each active eligibility list posting;
- Oversees and participates in the development and administration of content validated written, performance and oral interviews based on job related factors;
- Directs the compilation of eligibility lists based on individual applicant test scores, posted examination weights and applicable Rules and Regulations;
- Coordinates the certification of ranks from eligibility lists for consideration by the hiring

- authority and assignment to authorized vacancies;
- Oversees the processing of new employees, human resources actions and related records for all Classified employees;
  - Directs and participates in complex classification and compensation reviews in collaboration with the District management team, the exclusive union representative, incumbent employees and consultants using Merit System principles and Rules and Regulations;
  - Administers a comprehensive leave management system for Classified employees based on contractual and legal requirements;
  - Administers and conducts the interactive process and accommodations processes for Classified and Certificated employees;
  - Coordinates the adjudication of disciplinary matters involving Classified employees in accordance with the Personnel Commission Rules and Regulations and applicable laws;
  - Recommends new and modified Personnel Commission Rules and Regulations for Classified employees in a Merit System;
  - Researches, analyzes, investigates, collaborates with stakeholders and prepares reports of findings and recommendations in a variety of employee matters;
  - Motivates, trains, supervises and evaluates the job performance of Classified Human Resources staff;
  - Provides training opportunities to management and supervisory employees designed to develop leadership skills and positive motivational strategies with employees;
  - Supports individual employees with positive training opportunities and coaching in areas that will help avoid formal discipline;
  - Supports Certificated Human Resources with ad hoc projects, investigations, and employment matters as needed;
  - Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

Any equivalent combination of training, education and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

**Education:** A Bachelor's Degree in Psychology, Human Resources, Public Administration or a closely related field. A Master's Degree in a related area is preferred.

**Experience:** Five (5) years of progressively responsible experience in the field of Human Resources, with two (2) years of recent management experience in a civil service setting. Experience in a California school district Merit System is preferred.

### **Knowledge of:**

- Mediation and conflict resolution strategies in a Human Resources setting;
- Positive motivational techniques to support employee performance and improved mastery;
- Principles and practices of public personnel administration including position classification, salary administration, recruitment, examination and selection;
- Merit System Rules and Regulations, Education Codes, Labor Codes and other laws and procedures related to personnel practices in school districts;
- Recruitment methods and various selection techniques including: development and administration of written, oral and performance exams, interviewing techniques, ADA and

EEOC/DFEH provisions;

- Job analysis techniques used in selection, classification and evaluation;
- Principles of public administration, management and organizational design;
- Principles and practices of employee training and supervision;
- Principles and practices of the interactive process for employee accommodations.
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;

**Ability to:**

- Demonstrate the advanced professional judgment and flexibility needed to resolve human resource issues;
- Develop and maintain a comprehensive and integrated personnel program for a medium sized public agency;
- Establish a reputation of integrity, expert advice, strong leadership and support of Classified service and Merit System principles;
- Maintain a balanced objective approach to fact finding and decision making;
- Balance technical expertise with a focus on interpersonal connections with stakeholders;
- Utilize a “solutions oriented” approach to the human resource services offered by the Human Resources Division;
- Identify human resource system delays and recommend efficient solutions to deliver timely services;
- Interpret and apply a wide variety of rules and regulations relating to the operation of the Merit System under the Education Code;
- Provide advice and counsel to maintain positive employee relations and ensure that employee concerns are handled in a fair and consistent manner;
- Foster and enhance recognition of the Personnel Commission office as an independent, neutral resource to classified employees, employee representatives, supervisors and the District administration;
- Motivate, supervise, consult, involve and train the Commission staff;
- Provide clear, concise and readily understandable presentations to the Personnel Commission, the District administration, employee representatives, staff and employees;
- Effectively advise the Personnel Commission on personnel activity, disciplinary hearings, procedures, and other complex matters;
- Maintain confidentiality in all personnel matters;
- Interpret, apply and explain rules, regulations, policies, and procedures in understandable terms;
- Write and maintain updated policies, regulations, and suggest contract language as assigned;
- Assimilate and evaluate complex data and prepare sound recommendations;
- Direct and ensure the maintenance of a variety of reports and files related to assigned personnel activities;
- Plan, organize and prioritize work to meet schedules and timelines;

- Communicate effectively in writing, orally, in person or on the telephone.
- Operate various office equipment, including data and word processing software programs;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

**License:**

- Possession of a valid Class C California Driver's License.

**PHYSICAL STANDARDS:**

*The work environment and physical demands of the position, as described below, are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.*

**Work Environment:** The incumbent works in an office environment. The incumbent has direct contact with the public, students and other employees in person and through telephone, electronic mail, and other written communications, requiring the ability to effectively manage a high volume of work despite frequent interruptions. Some interactions resulting from these contacts can result in stressful situations that are a regular part of the work environment.

**Physical Demands:** Primary functions of the position require sufficient physical ability and mobility to work in an office setting as follows: to stand and walk for extended periods of time; to twist at the neck and trunk; to bend at the waist, stoop, and kneel; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job; to hear within the normal audio range with or without aide; to communicate orally and in writing in order to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a motor vehicle with a valid Class C Driver's License.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.*

Director, Human Resources <b>Personnel Action</b>	<b>Personnel Action Date</b>
Adopted by the Personnel Commission:	3/28/2023