



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES EXECUTIVE OFFICER

Basic Function:

Under direction of the Superintendent, or the Superintendent's designee, plans, organizes, and directs a comprehensive personnel program for employees; directs personnel activities related to recruitment, selection, employee compensation, fingerprinting services, evaluation, discipline, employee relations made by the Human Resources Executive Officer are of a highly significant impact or consequence, impacting recommendations and the development of new or revised policies, procedures, and services. This position performs responsibilities that include being a participating member of the executive cabinet team and playing a significant role in decision making. The Human Resources Executive Officer consistently promotes a culture of inclusive, equitable, and discrimination free practices consistent with the values and principles of MCSD.

REPRESENTATIVE DUTIES:

1. Work effectively with schools, departments, community organizations, government agencies, parents, students, and/or staff.
1. Maintain confidentiality on issues concerning program and staff and students.
2. Supervise and evaluate staff.
3. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the MCSD at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
4. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
5. Communicate effectively both orally and in writing.
6. Analyze situations accurately and adopt an effective course of action.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little direction.
9. Meet schedules and timelines.
10. Prepare reports as needed for program.
11. Oversee and manage budgets.
12. Provide mentorship to administrators through collaboration and consultation.
13. Advise and serve as information source on employer-employee agreements, statutes, rules, regulations, and policies affecting school personnel programs; and meets with school personnel, public and non-public agencies, state departments, advisory groups, professional associations, as well as internal staff, for the purpose of planning and directing activities, implementing decisions, and settling significant or controversial issues.
14. Align evaluation systems, reports, and tools to organizational vision, mission, values and principles in accordance with best practices and other related mandates.
15. Provide assistance to school and district administrators in the areas of personnel management and reporting.
16. Work with legal advisors regarding legal aspects of investigations, personnel activities and represent management at hearings.
17. Participate in formal and informal negotiations with employee bargaining units.
18. Serve as a member of the Superintendent's Executive Cabinet Team in the overall planning and direction of MCSD functions and services; advises the Superintendent regarding human resources issues, needs, services and activities; Provide leadership for internal human resources functions required for both classified and certificated personnel in all areas of job analysis, recruitment, examination selection, placement, employment processing, evaluation, and discipline procedures of certificated and classified personnel, recommends transfers, reassignment, termination and disciplinary actions, monitors, evaluates and assists in determining staff needs for departments.
19. Formulate, develop and revise personnel policies and administrative procedures and operational handbooks as appropriate; assures MCSD personnel activities comply with established requirements, laws, codes, regulations, policies and procedures; maintain, update and interpret systems to assure compliance with requirements of the Education Code and other legal codes and statutes.
20. Align evaluation systems, reports, and tools to the vision, mission, values, and principles of MCSD and best practices.
21. Assist in the establishment of and sustains a professional, ethical workplace culture aligned to the values and principles of MCSD.

22. Provide significant leadership in fostering professional growth.
23. Serve as the Title IX officer and main point of contact for all investigations.
24. Work with the Superintendent and Executive Cabinet to implement the strategic plan and to articulate and implement the Superintendent's vision for MCSD.
25. Assume additional duties and responsibilities as assigned by the Superintendent.
26. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess a Master's Degree. Five years of administrative experience in the public school (K-12) system related to personnel management/human resources and/or school site or district leadership.

DESIRABLE QUALIFICATIONS - EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess a valid California Administrative Services Credential. Completion of the Association of California School Administrators Personnel Academy or California Leadership Academy or similar accredited program. Advanced education and training in practices of personnel administration including but not limited to recruitment, selection, employee relations management, career development, contract administration, personnel planning, training, supervision, and performance evaluation.

SKILLS AND ABILITIES:

Knowledge of:

- principles and practices of public personnel administration and organization
- applicable federal, state, and local laws, rules, and regulations regarding public personnel administration
- principles and practices of employee relations and collective bargaining
- principles of salary and budget preparation

Ability to:

- read and interpret complex laws and regulations
- provide leadership to the human resources department
- provide leadership to all MCSD departments regarding personnel topics
- foster effective individuals and teams
- model inclusive, effective, and authentic communication
- prioritize, supervise, and evaluate the work of others
- plan, organize and direct personnel services
- develop, implement, and monitor policies and practices
- operate a variety of current standard office technology
- carry out significant school personnel functions with minimal direction, accurately and within scheduled deadlines
- be flexible and receptive to change

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal, hearing and speaking to exchange information and to make presentations, sitting or standing for extended periods of time, and seeing to read, analyze and review complex financial data. This position complies with the rules and regulations of the Americans with Disability Act (ADA).

Board approved: