MERCED CITY SCHOOL DISTRICT

CLASS TITLE: DIRECTOR – HUMAN RESOURCES

PRIMARY FUNCTIONS:

Under the direction of the Associate Superintendent of Human Resources, support the planning, coordination, implementation and delivery of services within a comprehensive human resources program for certificated and classified employees in compliance with laws, California Education Code, Board policies and procedures. Coordinate, implement and support programs and initiatives to recruit, train, and retain high-quality and successful employees.

REPRESENTATIVE DUTIES:

Assist with coordinating and monitoring various systems and procedures pertaining to Human Resources including, but not limited to hiring, evaluations, personnel requisitions, investigations, collective bargaining, leaves and employee separations.

Assist with recruitment and personnel support for the District's various instructional, social emotional learning and intervention programs.

Assist in preparing, presenting, maintaining, and submitting all reports, audits, records, Public Records Act (PRA), and other required documents relating to personnel.

Assist in the preparation and support of the collective bargaining process to include data collection, coordination of meetings, developing and updating contract language, and collaboration with various departments or school sites.

Advise site supervisors and program administrators with personnel issues including interpretation of collective bargaining agreements, evaluation, and performance management.

Management and resolution of personnel issues including interactive process meetings, complaints, grievances, and employee discipline.

Assist with the certificated and classified employee layoff process in collaboration with legal counsel.

Conduct and prepare disciplinary investigations, documentation, and recommendations.

Respond to grievances and other association concerns.

Work with District legal counsel as directed on various personnel matters.

Participate in formal and informal meetings with bargaining unit leadership to address issues, resolve conflicts, promote open communication and support positive labor relations.

Participate in the preparation of data collection for CALPADS and CalSAAS and prepare or assist with other personnel reports and surveys.

Develop, prepare and recommend new and revised policies and procedures to the Board of Education related to personnel.

Prepare necessary reports as required by the County, State, or Federal Government as well as the School

Board and the Superintendent.

Ability to collaborate with Fiscal Services/Business Services to develop budget projections related to position development. Possesses an understanding of practices and principles related to position control.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

- State and federal laws, regulations and guidelines related to public school human resources administration for classified and certificated employees.
- Principles, objectives, operations, practices and trends related to human resources in an educational environment.
- Principles, techniques, and procedures involved in the recruitment and selection of certificated staff, including building and sustaining a diverse workforce.
- Principles, techniques, guidelines and strategies of labor relations and collective bargaining.
- Practices, procedures and policies involved in the investigation of grievances, employee disciplinary matters, complaints, and other personnel issues.
- Employee data systems and workflow automation processes.
- Methods, procedures and terminology used in benefits administration, credentialing, and payroll processing.
- Principles and practices of evaluation, administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.

ABILITY TO:

- Interpret and apply variety of complex laws, regulations and policies.
- Exercise ands make sound judgement and employee-related decisions.
- Ability to work effectively with staff and public; skill and accuracy in oral and written expression.
- Manage, supervise, motivate, and train personnel.
- Communicate and implement the policies and regulation of the District and the Board of Education.
- Analyze problems and propose logical solutions.
- Use sound judgement in interpreting and applying policies and procedures.
- Write district and state required reports, business correspondence, and procedural manuals.
- Exercise initiative and make independent decisions to meet deadlines or to effectively handle emergency situations.

- Take direction and adjust performance based upon input from supervisor.
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience, including the use of electronic media.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION AND EXPERIENCE:

Hold a California Administrative Services Credential.

Five (5) years of successful administrative experience at the school site level.

Possess a Master's degree in Educational Administration or related field of study preferred.

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: October 11, 2022