



SAN JUAN UNIFIED SCHOOL DISTRICT

POSITION CODE: 513
MANAGEMENT GROUP
MANAGER SERIES, SALARY RANGE 25
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POSITION TITLE: Director, Human Resources - Classified

DEFINITION:

Under general direction plan, organize, control and direct Human Resources functions including recruitment, selection, compensation, staffing, and assignment for classified and management personnel; develop employee development strategies, succession planning, new employee orientation, and reward systems; oversee the evaluation and discipline of classified staff; participate in and support the labor relations functions of the district including negotiations, grievances and training associated with contract administration.

DIRECTLY RESPONSIBLE TO:

Senior Director, Human Resources

SUPERVISION OVER:

Analyst, supervisory, clerical and technical personnel as assigned.

DUTIES AND RESPONSIBILITIES: (Responsibilities will include, but not be limited to):

1. Manage the recruitment, selection, compensation, and assignment of the best qualified applicants for classified and management positions including establishing innovative recruitment and retention strategies and programs, conducting internal job fairs, and participating in external recruitment fairs, conferences, and activities to recruit quality, diverse applicants.
2. Develop a written, annual recruitment plan that focuses on organizational needs, track activities, and provide an annual report of events, costs, and recruitment results.
3. Monitor employee turnover data and develop/implement retention strategies.
4. Manage staffing issues for classified and management personnel; project staffing needs, determine staffing ratios and allocations; review personnel requests for appropriateness.
5. Work closely with other departments to analyze and make recommendations for proposed reorganization or restructuring of departments, including but not limited to succession planning.
6. Manage transfers, reassignments, dismissals, resignations, retirements, layoffs, reemployment, vacations, leaves of absence, administrative leaves, licensing and certification as applicable for classified personnel in accordance with negotiated bargaining unit agreements, district policies and regulations, and other applicable laws.
7. Manage internal operations including supervision and evaluation of assigned personnel, substitute services, communication, technology, records, workflow, and other areas to assure quality delivery of services that comply with laws, policies, and regulations and district goals and initiatives.
8. Create and support an environment within Human Resources to provide excellent customer service to all clients, internal and external, by developing and maintaining positive relationships with district personnel, applicants, representatives from external organizations and others.

9. Promote teamwork by sharing knowledge, providing cross-training for employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department.
10. Work one-on-one with principals and other administrators at their school sites or in their departments for appropriate supervision, evaluation, and discipline of classified personnel; assist in developing strategies for assistance; handle non-reelections and terminations; conduct fair, thorough, and legally sound investigations; assure compliance with bargaining unit agreements, state, and federal laws, board and district policies and regulations, and other applicable rules.
11. Counsel classified employees regarding matters related to district employment, compensation, leave policies, supervision, evaluation, discipline, and other areas; mediate disputes; conduct pre-disciplinary procedural due process conferences.
12. Develop and oversee intern programs for non-certificated personnel, including contact with and presentations to colleges and universities, as well as district personnel
13. Develop written annual goals and objectives within assigned areas, track progress, and provide a written report of accomplishments.
14. Coordinate with other departments to research, develop and implement employee development strategies.
15. Develop effective new employee orientation and other programs.
16. In coordination with other departments, assist in the identification and development of employee recognition and reward programs.
17. Maintain current knowledge of organizational development strategies.
18. Recommend, interpret, and administer employee relations policies and procedures, and coordinate interpretation of other district policies as they relate to employee relations.
19. Participate in and support employer/employee relations; provide an information service to management and employees about administration of contracts.
20. Perform other duties as assigned.

QUALIFICATIONS:

Training, and Experience: Education or formal training equivalent to four years of college in the fields of Human Resources, Labor Relations, Organizational Development, Public or Business Administration. Five years of management or supervisory experience in human resources with emphasis in organizational development, or labor relations with specific emphasis in negotiations and contract, discipline and grievance administration. K-12 public education Human Resources experience is highly desired.

Knowledge and Skills: Knowledge of effective human resources management and organizational development practices, employer/employee relations, contract interpretation, investigations, evaluation, supervision, and discipline, sound employment procedures and practices, legal procedures and terminology utilized in evaluation, supervision, and discipline; excellent and effective oral and written communication skills; knowledge of the principles and practices of management; knowledge of applicable laws, codes, regulations, policies, and procedures including the Americans With Disabilities Act, the Fair Labor Standards Act, the

Family Medical Leave Act, California Family Rights Act, Education Code, child abuse reporting requirements, sexual harassment, and other state and federal laws.

Ability to: communicate effectively both orally and in writing; analyze, interpret and explain rules, regulations, policies, contracts and procedures; analyze various employee and employer/employee situations accurately and adopt a legally sound, effective course of action; work independently with little direction, make effective presentations and provide training to diverse audiences; plan and organize work; train, supervise and evaluate the performance of assigned staff.

Other Characteristics: Willingness to attend Board of Education and other public meetings on occasion; willingness to work additional hours periodically.

WORKING CONDITIONS:

Work Environment:

Office environment; drive a vehicle to conduct work.

Typical Physical Characteristics: (Consideration will be given to reasonable accommodation):

*Sufficient vision to read printed material; sufficient hearing to conduct in person and telephone conversations; sufficient physical mobility to move about the district and drive a car; ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

Hazards:

Possible confrontations and contact with dissatisfied or emotional individuals.

Board Adopted: 08/28/01

Revised: 03/08/11

Updated: 08/26/25