

## ONTARIO-MONTCLAIR SCHOOL DISTRICT

### EXECUTIVE DIRECTOR, HUMAN RESOURCES-CERTIFICATED

#### **GENERAL PURPOSE**

Under general direction from the Deputy/Assistant Superintendent, Human Resources, administer a comprehensive District personnel program for personnel including, collective bargaining and employee/labor relations, manage the daily operations of the Human Resource Office and assist the Deputy/Assistant Superintendent as specifically designated.

#### **ESSENTIAL JOB FUNCTIONS**

1. Determine the personnel needs of the schools and other divisions;
2. Co-facilitates in the Collective Bargaining and Contract Management process;
3. Counsel employees, administrators and supervisors on employers/employee relations;
4. Direct and conduct the recruitment of staff; establish and coordinate interview systems to effectively screen applicants; make recommendations concerning selection and assignment of personnel;
5. Administer the District's personnel evaluation process;
6. Monitor various programs and processes e.g. personnel evaluations, class sizes, discipline procedures etc. for the purpose of ensuring compliance to established policies, procedures and/or educational codes;
7. Assist administrators/supervisors in the employee discipline process;
8. Maintain complete and accurate personnel files;
9. Assist in the preparation and resolution of grievance and mediation cases;
10. Co-facilitates in the documentation of employee dismissals, investigations and layoffs/reemployments;
11. Develop job descriptions and qualifications required for personnel positions;
12. Supervise and evaluate assigned clerical/secretarial staff in the Human Resources Division;
13. Conduct salary studies for personnel;
14. Investigates the need for changes in classifications and compensation levels; conducts reclassification studies, as required;
15. Serve on/ represent the District on negotiation teams; assists in research and prepares language to be used during negotiations;
16. Work collaboratively with the Lead Risk Management Technician regarding industrial accident, workers compensation and related matters;
17. Work collaboratively with Fiscal Services regarding position control;
18. Counsel with employees to resolve complaints, difficulties and other matters related to personnel management and work with principals/administrators on difficult and sensitive personnel matters;
19. Responsible for investigation of parent complaints involving employees;
20. Supports the Deputy/Assistant Superintendent in a wide variety of reports and studies for the purpose of providing information to the Board, the Superintendent, other staff and the public;
21. Research and prepare personnel reports as required;
22. Coordinate student teaching program, including placements from local colleges/universities;
23. Administer employee requests for transfer, promotion, leave of absence, sick leave and termination or retirement from service;
24. Administer the program/process of providing substitutes;
25. Attends Board of Trustees Meetings and other District, school and employee functions as needed and assigned by the Deputy/Assistant Superintendent of Human Resources;
26. Process and administer requests for personnel actions;
27. Coordinate necessary processing for issuance and renewal of state credentials;

28. In the absence of the Deputy/Assistant Superintendent of Human Resources, assumes the duties/responsibilities of the Deputy/Assistant Superintendent; and
29. Perform other related duties as necessary and assigned by the Deputy/Assistant Superintendent.

## **QUALIFICATIONS**

### **Skills:**

- Management and supervision;
- Effective communication and personal relations;
- Problem solving; and
- Demonstration of tact, patience and courtesy.

### **Knowledge of:**

- Principles, trends, methods, strategies and procedures pertaining to personnel management systems, organizational planning, control, evaluation and forecasting;
- The laws governing public education in California, particularly the sections of the California Education Code and District Policies dealing with personnel;
- State and Federal law governing discrimination;
- District organization, operations, policies and objectives;
- Collective bargaining including Interest Based Bargaining, mediation and arbitration;
- Modern data management, storage and retrieval systems; and
- Public and human relations strategies, methods and techniques

### **Abilities:**

- Provide direction to others and make independent judgments based on common sense;
- Analyze organizational problems, develop alternative solutions, recommend and make sound and timely decisions;
- Accurately interpret and administer legal mandates, policies, regulations and negotiated agreements;
- Effectively serve as a resource to employees pertaining to personnel related problems, concerns and issues;
- Communicate courteously and effectively in oral and written form in the simplification of complex statistical and technical information and materials;
- Keep and maintain accurate records;
- Meet deadlines;
- Be flexible and work on a variety of tasks;
- Work effectively in a multiethnic setting;
- Exercise confidentiality;
- Establish and maintain cooperative working relationships with others;
- Work in a conflict arena; and
- Deal with people under emotional stress.

### **Education, Experience and Credentials:**

- A Master of Arts/Science or higher Degree from an accredited college or university in educational administration, personnel administration, industrial relations or other closely related area; Additional related coursework desirable
- CLAD certificate desirable; Ability to speak Spanish, desirable;

- At least five years of progressively responsible administrative or supervisory experience in public personnel administration, business administration or educational administration;
- Experience in educational administration, at the district office level in personnel management, employer/employee relations or similar fields, is desirable; and
- Possession of a current, valid California administrative services credential authorizing service as a school administrator.

**License Requirement:**

Possession of a valid California driver's license and ability to maintain insurability under the district's liability insurance carrier.

**PHYSICAL DEMANDS:**

Physical demands representative of those demands that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made.

- Regularly lift and/or move up to 10 pounds, frequently lift or move up to 25 pounds, occasionally lift or move up to 50 pounds;
- Standing, walking, sitting for extended periods of time;
- Occasional reaching, pulling, stooping;
- Near and far vision, color vision, peripheral vision; depth perception and the ability to adjust focus. Visual acuity for driving a motor vehicle;
- Finger and hand dexterity to write or use a keyboard; handling/fingering for use manipulating papers and materials; and
- Constantly speaking/hearing to participate in verbal interactions.

**WORK ENVIRONMENT:**

Work environment representative of those characteristics that an employee will encounter when performing the essential functions of this job. Reasonable accommodations may be made.

- 80% inside office setting; 20% outside school site setting;
- Normal office noises and road vibrations while driving an automobile;
- May travel to various sites, training facilities, and/or other locations as needed; and
- May travel to other cities/states for recruitment purposes.

**Hazards:**

- Limited exposure to toxic materials (e.g. paper dust, corrective fluids, glue);
- Limited exposure to small and moderately large mechanical devices having moving parts and powered by electricity;
- Moderate use of a motor vehicle;
- Occasional exposure to outside weather conditions; and
- Daily exposure to computers (LED terminals).