

Dry Creek Joint Elementary School District

Job Description

POSITION TITLE: DIRECTOR OF HUMAN RESOURCES

Classification:	Certificated Management	Work Year:	225 Days
Department:	Human Resources	Board Approval:	03/20/2014
Reports To:	Assistant Superintendent-Administrative Services	Revision:	5/18/2023
Salary Range:	Management Salary Schedule		

BASIC FUNCTION:

Plan, organize, and implement the functions of the Human Resources Department providing direct services to employees regarding employment related issues, while implementing and supporting District goals and objectives.

REPRESENTATIVE DUTIES:

HUMAN RESOURCES

- Develop, implement and revise District personnel procedures and maintain smooth and efficient delivery of services in compliance with laws, policies and regulations.
- Coordinate the recruitment, selection, assignment, and reclassification procedures for all employees.
- Manage and organize substitute services; including review and recommendations for efficient placement of substitutes for teachers and classified staff; supervise substitute evaluation process.
- Prepare certificated, classified and substitute personnel handbooks.
- Maintain compliance with governmental statutes, regulations and rules relating to personnel administration and advise appropriate parties of the provisions of the law.
- Develop and maintain a system for personnel records for all employees in order to provide comprehensive, efficient, accurate and current records of all matters pertinent to employment, transfer, tenure, retirements, leave, and promotions.
- Develop and revise job descriptions in accordance with current laws, Education Code and District procedures.
- Interpret existing personnel policies and regulations to the staff and make recommendations concerning the formulation of personnel policies and regulations.
- Assist the Assistant Superintendent – Administrative Services with negotiations, labor relations, and employee discipline.
- Supervise a variety of projects effecting District-wide personnel, programs and activities.
- Prepare and maintain statistical information on all personnel and submit the necessary Federal, State, County and local statistical reports, records and files.
- Monitor, direct and control the storage and release of personnel files to assure confidentiality and security.
- Provide information to employees regarding their rights, classification, benefits, requirements, retirement, compensation and other related items.
- Coordinate the evaluation program of employees.
- Direct the pre-employment activities for newly hired personnel.
- Assist in implementing the district-wide employee recognition program.
- Serve on District, County, City and community committees as requested and/or assigned.
- Manage Worker's Compensation program.
- Serve as the District's American's with Disabilities Act (ADA), Fair Employment and Housing (FEHA), and Title IX compliance officer.
- Manage and monitor the District's EDD/Unemployment Insurance.
- Manage, coordinate, and implement the District's Employee Wellness Program.
- Perform other duties similar to the above in scope and function as required.

RISK MANAGEMENT

- Manage all District Insurance and Risk Management services.
- Act as a District alternate to the Joint Powers Board of the insurance and risk management joint powers authority.
- Serve as the District's Injury and Illness Prevention Program (IIPP) administrator.

GENERAL:

- Develop short and long-range plans for increasing department efficiency.
- Supervise and evaluate the performance of assigned staff.
- Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, District personnel, and the public.
- Attend Board meetings and advise the Board as to requirements and responsibilities of the District.
- Maintain continuing communications with employee groups.

EDUCATION AND EXPERIENCE:

- Five (5) years of teaching experience;
- Three (3) to five (5) years increasingly responsible management experience preferred;
- A Master's degree in education or public administration or related field from an accredited university or college is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- California Administrators Credential

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the functions of personnel issues, labor relations/negotiations, and legal services;
- Compensation practices;
- Personnel procedures and practices;
- Credentialing laws and certification and compliance issues;
- Legal procedures, terminology, and negotiation processes;
- Budget preparation;
- Oral and written communication skills;
- Principles and practices of management;
- Applicable laws, codes, regulations, policies and procedures;
- District organization, operations, policies and objectives;
- Modern office management and procedures.

ABILITY TO:

- Provide technical information and assistance to others concerning employment policies and personnel issues;
- Manage labor contracts and labor relations;
- Develop, interpret and monitor department and program budgets and evaluate and compare costs associated with the delivery of services;
- Establish and maintain effective working relationships with the staff and the public;
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Implement management strategies based on evaluation data;
- Coordinate the completion of a number of tasks simultaneously in order to meet internal and external deadlines;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan and organize work;
- Prepare comprehensive narrative and statistical reports;
- Supervise and evaluate the performance of assigned staff;
- Operate and use District business systems and equipment.

WORKING CONDITIONS:**ENVIRONMENT:**

- General office environment

PHYSICAL ABILITIES:

- Light physical effort;
- Normally located in a work environment with light physical qualifications and requirements;
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.