

## **MANAGEMENT JOB DESCRIPTION**

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# **DIRECTOR OF HUMAN RESOURCES/CLASSIFIED**

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### **JOB SUMMARY:**

Under the direction of the Assistant Superintendent of Human Resources, provide strategic leadership and administrative oversight for classified human resources functions and operations of the District. Manage employee relations, investigations, compliance, organizational development, and workforce initiatives to support District goals, operational excellence, and labor relations. Provide leadership and oversight of Human Resources programs and functions, ensuring legally compliant, efficient, and effective personnel practices throughout the District.

### **ESSENTIAL JOB FUNCTIONS:**

- Provide leadership, direction, and strategic oversight for classified human resources functions, programs, services, and operations throughout the District.
- Support and coordinate labor relations activities with classified bargaining units, including negotiations preparations, contract interpretation, grievance resolution, and administration of collective bargaining agreements.
- Serve as a member of the District's negotiations team; assist in the development of proposals, costing analysis, settlement recommendations, and presentations to executive leadership and the Board of Education.
- Direct, coordinate, and oversee complex personnel investigations involving classified employee misconduct, discrimination, harassment, retaliation, workplace complaints, and other sensitive personnel matters.
- Collaborate with legal counsel and District leadership regarding personnel matters, investigations, employee discipline, administrative hearings, litigation support, and risk management issues.
- Advise administrators and executive leadership regarding employee relations matters, organizational structure, staffing decisions, progressive discipline, conflict resolution, and applicable employment laws and regulations.
- Interpret and apply California Education Code, federal and state employment laws, collective bargaining agreements, Board policies, administrative regulations, and personnel practices.
- Provide strategic leadership in workforce planning, organizational development, succession planning, employee retention, and talent management initiatives aligned with District goals and priorities.
- Develop, recommend, and implement personnel policies administrative regulations, operational procedures, and best practices to ensure compliance, consistency, and organizational effectiveness.

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- Supervises and evaluates Human Resources staff as assigned.
- Oversee and evaluate human resources programs and operations to ensure effective service delivery, legal compliance, operational efficiency, and continuous improvement.
- Analyze workforce trends, staffing data, organizational needs, and personnel metrics to support strategic decision-making and long-range planning efforts.
- Provide executive-level support and recommendations regarding classified personnel actions, staffing allocations, reorganizational effectiveness initiatives.
- Oversee compliance related to classified assignments, certificate/license/permit authorization requirements, employment eligibility, and applicable state and federal personnel mandates.
- Provide leadership in the administration and continuous improvement of Human Resources Information Systems (HRIS), personnel databases, and digital workflow systems to support operational effectiveness, compliance monitoring, reporting capabilities, and data integrity.
- Collaborate with Information Technology Services, Business Services, Payroll, Risk Management, and other departments to support integrated personnel and operational systems.
- Coordinate and provide training for administrators and supervisors regarding personnel procedures, employee supervision, evaluations, legal compliance, investigations, and labor relations matters.
- Prepare and present reports, personnel agenda items, recommendations, and related materials to executive leadership and the Board of Education.
- Attend Board meetings, negotiations sessions, hearings, administrative meetings, professional conferences, and other District functions as assigned.
- Remain current regarding laws, regulations, labor relations trends, and best practices affecting public sector and educational human resources administration.
- Perform related duties as assigned in support of District operations and strategic initiatives.

### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

#### **Education and Experience:**

Any combination equivalent to:

- Bachelor's degree from an accredited college or university in human resources, educational administration, public administration, business administration, or a related field required.
- Master's degree in a related field preferred but not required.
- Five (5) years of increasingly responsible administrative or supervisory experience in human resources, personnel administration, labor relations, or educational leadership, preferably in a public education environment.

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- Experience in employee relations, personnel investigations, labor negotiations, and supervisory leadership is highly desirable.

**Credential:**

- California Administrative Services Credential or Certificate of Eligibility preferred but not required.

**Knowledge and Abilities:**

- Principles of public-sector HR administration, labor relations, collective bargaining, investigations, employee discipline, organizational development, and applicable federal/state employment law and California Education Code compliance.
- Ability to provide strategic HR leadership; interpret and apply laws, policies, regulations, and collective bargaining agreements; and manage complex personnel and employee relations matters with discretion and confidentiality.
- Proficiency with HRIS and related systems, including PeopleSoft, FileMaker, Frontline Education, and Laserfiche.
- Ability to analyze data, manage multiple priorities, develop recommendations, and prepare reports, presentations, and Board materials.
- Ability to build and maintain effective working relationships with employees, administrators, labor partners, vendors, outside agencies, and community partners, including the San Diego County Office of Education.
- Ability to communicate effectively, supervise staff, and participate in meetings, negotiations, conferences, and events outside of regular work hours as required.

*Management Salary Schedule: Range A*

*BOARD APPROVED: 06/17/2026*

*REVISION DATES:*