

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: DIRECTOR OF HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Superintendent or designee, plan, organize, and manage activities related to the recruitment, selection, employment, transfer, evaluation, and promotion of personnel; assure human resources activities comply with established local, State, and federal guidelines and regulations; coordinate communications between administrators and personnel; monitor, evaluate, and formulate departmental priorities and strategies, as well as oversee and coordinate staff in-services, trainings, and staff development; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, and manage activities related to the recruitment, selection, employment, transfer, evaluation, and promotion of personnel; assist with the evaluation of staffing needs; coordinate and oversee human resources transactions; plan, coordinate, and evaluate employee benefits and compensation programs; maintain confidentiality of sensitive and privileged information; coordinate substitute reporting and assignment.

Manage human resources services to assure compliance with established local, State, and federal guidelines and regulations; monitor and implement policy changes concerning human resources activities; ensure employees have access to current personnel policies, practices, and procedures.

Coordinate communications between administrators and personnel to resolve issues and exchange information; assist administrators with conflict resolution, employee relations, hiring and job evaluation policies, procedures, and practices; contact outside organizations to exchange information concerning human resources activities as needed.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; arrange employee schedules and assign duties.

Oversee the development and implementation of staffing strategies to enhance recruitment activities; coordinate the preparation, distribution, and placement of job vacancy announcements according to established procedures; schedule applicants for interviews.

Coordinate and conduct staff in-service; facilitate staff development in a variety of areas related to mandated requirements; attend and participate in human resources-related boards, committees, and meetings; provide technical expertise, information, and assistance to the ROP management team regarding local, state, and federal regulations.

Assist hiring managers in the selection and placement of new employees; screen applications for completeness and eligibility for the position; schedule and coordinate new employee orientation sessions; provide pertinent information regarding employment with ROP; develop and implement employee training activities as directed.

Prepare and maintain a variety of records and reports related to employee information, evaluations, legal

compliance, benefits, and assigned responsibilities; maintain a variety of personnel files and records with discretion according to established procedures, policies, rules, and regulations.

Contact candidates selected for employment; prepare and explain orientation materials, fingerprint, and physical requirements; follow-up for complete clearance on fingerprints, physicals, certification, credentials, and other pertinent employment information; provide information regarding vacation days, sick days, and benefits.

Provide technical expertise, information, and assistance to the Superintendent regarding assigned functions; assist in the development of policies and procedures to assure an economical, safe, and efficient work environment; advise the Superintendent of unusual trends and recommend action.

Assure documentation and maintenance of required employee information including certification, credentialing, licensing, physical and training requirements; oversee and participate in the processing of a variety of personnel forms and applications.

Review and provide input on the annual department budget; control and authorize expenditures in accordance with established limitations.

Receive, and process employee evaluations.

Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software; drive a vehicle to conduct work.

Administer Workers' Compensation program; oversee the processing and referral of claims.

Conduct special studies and surveys as needed.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning and organization of classified and certificated human resources programs.
- School district management practices, policies, and operational needs.
- State and federal laws, codes, and regulations concerning human resources administration including equal employment opportunity, affirmative action, Title V, and the Education Code.
- Methods of recruitment, selection, training, classification, and compensation.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Evaluation techniques and other technical aspects of human resources management.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- ROP organization, operations, and objectives.
- Record-keeping and report preparation techniques.

ABILITY TO:

- Plan and organize activities related to recruitment, selection, employment, transfer, evaluation, and promotion of personnel.
- Assure human resources activities comply with established local, State, and federal guidelines and regulations.
- Coordinate communications between administrators and personnel.
- Supervise the performance of assigned personnel.
- Maintain confidentiality of sensitive and privileged information.
- Plan and coordinate employee benefits and compensation programs.
- Maintain current knowledge of statutory requirements related to human resources activities.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Meet schedules and timelines.
- Work independently.
- Plan and organize work.
- Prepare and maintain a variety of records and reports related to assigned responsibilities.

EDUCATION AND EXPERIENCE:

Required: Bachelor's degree in human resources, public administration, or related field and a minimum of two years managing a human resources department and a minimum of five years' work experience in public education.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone. Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling, or crouching to file materials.