OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: DIRECTOR OF HUMAN RESOURCES

SALARY LEVEL:	Confidential/Sup Schedule	DIVISION:	Confidential
DEPARTMENT:	Human Resources	LOCATION:	District Office
REPORTS TO	Superintendent		
APPROVED BY:	Board of Trustees	DATE:	

SUMMARY: Under the administrative direction of the Superintendent, the Director of Human Resources plans, organizes, and administers the District's comprehensive Human Resources program. The Director serves as the District's primary resource for personnel administration and statutory compliance, and provides professional and technical support related to employment law, labor relations, workplace safety, and personnel governance. The Director of Human Resources is responsible for implementing and administering Board-approved policies, negotiated agreements, and applicable federal and state laws governing public school employment. The position supports District leadership by ensuring consistent, equitable, and legally compliant Human Resources practices while promoting organizational effectiveness, employee accountability, and continuity of operations.

REPRESENTATIVE DUTIES:

- Provides districtwide personnel consultative services; confers regularly with administrators and supervisors regarding staffing, employee performance, grievances, leave requests, and employee discipline to ensure consistent application of policy and practice.
- Administers a wide variety of personnel policies and programs, including orientation, contracts, and compensation-related processes, ensuring compliance with Board policy, negotiated agreements, and applicable laws.
- Supports the Superintendent in labor relations and collective bargaining activities, including preparation, documentation, contract administration, and implementation of negotiated agreements.
- Directs the annual production, distribution, and processing of wage documents, including contracts, wage notices, and letters of assurance, in accordance with Governing Board action.
- Directs districtwide compensation and benefits programs, including job classifications, salary placement, health benefits administration, and open enrollment processes.
- Prepares the Human Resources section and supporting documentation for the Governing Board agenda.
- Maintains and updates job descriptions for all personnel classifications; assists administrators with job description review and conducts comparable worth and salary survey analyses as appropriate.

- Advises administrators, managers, and supervisors on employment-related matters, including employee discipline, evaluation, grievances, and complaints.
- Performs confidential duties involving employer-employee relations, investigations, and personnel matters requiring discretion and professional judgment.
- Conducts and/or coordinates employee investigations and complaints; prepares written reports, findings, and documentation in accordance with due process requirements, including investigations conducted pursuant to Title IX and related regulations, as assigned by the District's Title IX Coordinator.
- Establishes and maintains effective working relationships with employees, administrators, bargaining unit leadership, outside agencies, and the public.
- Serves as Custodian of Records for employee background clearance and fingerprinting in accordance with legal requirements.
- Coordinates and monitors employment requirements, including credentials, licenses, certifications, assignments, and notifications.
- Oversees and administers the District's workers' compensation program, including claims coordination, investigations, injury reporting, and return-to-work processes in compliance with applicable laws.
- Directs and oversees employee leave programs, including FMLA, CFRA, workers' compensation leaves, and contractual leaves; ensures consistent application and legal compliance.
- Manages day-to-day Human Resources operational systems and procedures to ensure efficient and compliant processes.
- Directs districtwide recruitment, selection, hiring, and onboarding processes.
- Coordinates assignments, transfers, reductions in hours, and layoffs in consultation with District leadership.
- Maintains current knowledge of employment law, labor relations, and Human Resources best practices through professional development and participation in professional organizations.
- Monitors and supports employee evaluation processes, including improvement plans, to ensure compliance with policy, regulation, and due process requirements.
- Maintains governance of personnel and evaluation records to ensure compliance with retention, confidentiality, and due process requirements.
- Provide strategic guidance and support to staff and leadership to enable the effective fulfillment of their work responsibilities.
- Provide oversight, performance evaluation, and guidance to assigned Personnel Support Services staff.
- Oversees employee mandated training requirements, including compliance tracking, documentation, and reporting to ensure adherence to state and federal law.
- Directs and oversees the interactive process under ADA, FEHA, and related laws; evaluates accommodation requests and ensures legally compliant determinations.
- Coordinates employee investigations and works with legal counsel as appropriate.
- Serves as a member of the Superintendent's executive leadership team (Cabinet) and provides recommendations related to districtwide human resources strategy and compliance.
- Acts as the Superintendent's designee on assigned human resources and employment matters.
- Advise administrators, managers, and supervisors on personnel matters, employee relations, discipline, evaluations, and compliance issues.
- Serves as the District's designated administrator for workplace violence prevention, including coordination, implementation, and ongoing oversight of workplace violence

prevention procedures and plans in compliance with California law; supports incident response, documentation, and corrective actions as required.
- Develops, recommends, interprets, and administers Board Policies and Administrative Regulations related to Human Resources.
- Promotes consistent, equitable, and legally compliant application of personnel policies and practices across all sites and departments.
- Evaluates and improves Human Resources systems and processes to enhance efficiency, accuracy, and service delivery.

KNOWLEDGE OF:

- Principles, practices, and procedures of public-sector Human Resources administration, including personnel governance, compliance, risk management, and confidential employer-employee relations.
- Applicable federal and state laws and regulations, including the California Education Code, Title IX, ADA, FEHA, FMLA, CFRA, workers' compensation laws, Public Records Act requirements, and other statutes governing public school employment.
- Principles and practices of employee recruitment, selection, hiring, onboarding, classification, and compensation for certificated, classified, management, and confidential personnel.
- Labor relations principles and practices, including collective bargaining support, contract interpretation, administration, and implementation of negotiated
- Principles and practices of employee discipline, investigations, complaints, and due process, including preparation of investigative reports, findings, and documentation.
- Workers' compensation administration, including injury reporting, claims coordination, return-to-work practices, and regulatory compliance.
- Employee leave laws and regulations, including statutory and contractual leave administration and compliance requirements.
- Personnel recordkeeping, records retention, confidentiality, and disclosure requirements, including Public Records Act compliance.
- Basic research methods, data analysis, and report-writing techniques applicable to Human Resources administration.
- Modern office practices, procedures, and technology, including the use of computers, databases, and Human Resources information systems.
- Interpersonal skills, including tact, discretion, professionalism, patience, courtesy, and the ability to maintain confidentiality in sensitive matters.

ABILITY TO

- Exercise independent professional judgment in the administration of complex and sensitive Human Resources matters.
- Interpret, apply, and explain laws, regulations, Board policies, and administrative procedures related to personnel administration with sound judgment and consistency.
- Analyze complex personnel issues, assess risk, and develop effective, legally compliant courses of action.
- Conduct and coordinate employee investigations, including gathering facts, evaluating information, and preparing clear findings and documentation.
- Manage multiple priorities and deadlines in a dynamic environment involving confidential and high-risk matters.
- Communicate effectively, both orally and in writing, with the ability to prepare reports, findings, correspondence, and Board-related materials.

- Maintain the highest level of confidentiality and discretion in matters involving personnel records, investigations, and employer-employee relations.
- Establish and maintain effective working relationships with District leadership, employees, bargaining unit representatives, legal counsel, and outside agencies.
- Maintain accurate, complete, and legally compliant records and reports in accordance with District, state, and federal requirements.

EDUCATION AND EXPERIENCE: Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field is required. Five (5) years of increasingly responsible experience in Human Resources administration, preferably in a public education or public sector environment. A Master's degree is preferred. An equivalent combination of education and experience may be considered.

LICENSES: Valid California driver's license.

PHYSICAL DEMANDS:
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to sit, use hands to manipulate, handle or feel objects, tools, or controls; and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or balance; and stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.