

DIRECTOR OF HUMAN RESOURCES

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent/Human Resources, the classification Director of Human Resources is established for the purpose/s of ensuring that departmental work goals are met and that all services are provided in an efficient and effective manner; ensuring that staff utilizes appropriate procedures and safe practices; complying with State and Federal program mandates and health requirements; and ensuring optimal utilization of personnel and other resources.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The position manages assigned human resource support activities such as collective bargaining contract negotiations, grievance resolution, specialized training for supervisory personnel, and other human resource program activities for the Associate Superintendent/Human Resources.

ESSENTIAL JOB FUNCTIONS

- Develops budget requirements and estimates for the purpose of providing funding to sustain adequate and appropriate classified staffing levels throughout District programs.
- Represents the district in collective bargaining contract negotiations for the purpose of developing, receiving, reviewing, preparing and presenting management proposals and counter proposals.
- Directs the development of long and short range plans/programs for the purpose of ensuring that the District's resources are effectively utilized.
- Investigates/analyzes/addressed employee grievances arising out of the application or interpretation of collective bargaining agreements for the purpose of resolving, interpreting, and/or applying agreement terms and conditions.
- Maintains current information about relevant decisions of the Public Employment Relations Board, administrative rulings, legislation, and economic trends affecting labor relations for the purpose of advising management and supervisory employees of current issues and developing solutions to problems.
- Develops and implements human resources programs for the purpose of supporting district operations and activities.
- Assists site administrators and District managers to maintain a system of timely and relevant performance evaluations for the purpose of ensuring that standards are achieved and performance is maximized.
- Assists site administrators and District managers to develop and prepare progressive discipline documentation for the purpose of redirecting employee performance to established objectives and standards and if necessary for supporting the application of further disciplinary actions.
- Prepares various documents (e.g., requisitions, time studies, productivity assessments evaluation reports) for the purpose of providing necessary information to State/Federal agencies and

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appropriate district personnel and/or developing collective bargaining contract specifications and other human resource programs.

- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Presents various human resource programs for the purpose of informing staff of appropriate procedures and practices.
- Attends various meetings for the purpose of addressing program concerns, providing and receiving information.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining District-wide services.
- Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient and effective human resources service and ensuring department and individual performance objectives are met.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities

JOB REQUIREMENTS – QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to review and interpret highly technical information such as state and federal regulations pertaining to public school employees; direct and apply processes, principles, practices, procedures, and information sources of school district labor relations, training, supervision, administration, organizational planning, and statistics; school district organization; California Education Code as it applies to classified human resources; write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues, draw conclusions and recommend appropriate actions. Specific knowledge required to satisfactorily perform the functions of the job include: progressive discipline documentation model, current office productivity software including Microsoft Office Suite and Google Apps, HR database systems, and personnel budgeting and position control procedures.

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: to administer personnel policies and practices; represent the District in negotiating collective bargaining contracts; investigate bargaining unit contract grievances and develop resolutions; direct the application of progressive discipline to obtain desired employee performance objectives and/or to sustain disciplinary actions such as suspensions and terminations; apply pertinent codes, policies, regulations and laws including those of State and Federal occupational health and safety; communicate with persons of varied cultural and educational backgrounds; operate standard office equipment including utilizing pertinent software applications such as Microsoft Office Suite, Google Apps, HR database systems; perform standard management analysis and data development procedures; plan and manage projects; prepare and maintain accurate records; prepare budget and financial plans and human resource programs.

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ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include adhering to safety practices; being attentive to details; meeting deadlines and schedules; working under time constraints; negotiating labor contracts; applying contract provisions to the resolution of grievance issues; managing an employee development program; applying principles of progressive discipline to achieve desired employee performance goals and/or sustain further disciplinary action such as suspensions and terminations.

RESPONSIBILITY

Responsibilities include: working independently under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is continual opportunity to significantly impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a normal office school district setting and a generally hazard free, clean and healthy environment.

EXPERIENCE

Sufficient experience and training to possess the knowledge, skills and abilities necessary to perform the duties of the class. Typical qualifying experience would be at least four years service in a public agency, preferably in a school district, that included responsibility for human resource issues relevant to applying progressive discipline, ensuring employee performance evaluations, resolving labor relations issues in a union environment, budgeting, HR data systems and position control. Two years of experience must be at a supervisory or management level.

EDUCATION

Education equivalent to a Bachelor's Degree in business, public or educational administration, human resources, organizations/industrial psychology, or related field. Up to four years of additional full-time qualifying experience may substitute for the education requirement on the basis of one year of experience for each 24 semester/45 quarter units of education leading to one of the degrees.

REQUIRED TESTING

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Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance. Pre-employment physical examination including negative drug screen

FLSA STATUS

Exempt

SALARY RANGE

Management