

DIRECTOR, HUMAN RESOURCES

Under the general direction of the Assistant Superintendent, Human Resources, assist in the planning, organizing and directing of the District's comprehensive personnel and employee relations program for certificated and classified personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Assistant Superintendent in directing all aspects of the District's personnel program for classified employees and certificated employees.
- Perform specialized responsibilities in certificated and classified personnel including employee recruitment and selection, position classification, wage and salary administration, performance evaluation, training and development, and employee benefits and records.
- Develop and implement recruitment and selection processes and procedures for District vacancies in certificated and classified employment; posting of job opportunities; may interview candidates; monitor procedures for the employment, assignment and evaluation of teacher substitutes and provide orientation for new teacher substitutes on a periodic basis.
- Manage and investigate Uniform Complaint issues.
- Manage and investigate Title IX issues.
- Participate as a member of the District's bargaining team in all contract negotiations with employee associations and may act as chief negotiator in negotiations; assist in the development of District proposals and in the analyses of employee proposals and provide back-up assistance in the day-to-day administration of employee contracts.
- Develop new or revised personnel policies and administrative regulations for Governing Board consideration; review new legislation, legal opinions and administrative advisories and make recommendations as necessary; interpret and apply relevant federal and state laws, and District policies and procedures and collective bargaining agreements as necessary.
- Develop Board Agenda materials, as necessary; prepare personnel reports and other documentation of personnel actions; conduct administrative and salary surveys; research, compile and analyze data for district and state reports; develop, plan and implement information systems to maintain and retrieve personnel data; annually audit the assignment of certificated personnel within their credential authorization; prepare information and reports for CBEDS, William, SARC and other federal or state reporting.
- Assist in planning and implementing general and specialized personnel/employee relations in service training programs for certificated and classified administrators, managers and supervisors.
- Administer the District Classification Plan; annually conduct position classification reviews and wage and salary studies and surveys and negotiate results with the classified employee association.
- Coordinate the technical and processing functions of the Human Resources division with other departments of the district; evaluate the work and performance of assigned staff and assist in the preparation and monitoring of the division budget.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:**Knowledge of:**

Principles and practices of personnel management, employer-employee relations and collective bargaining; laws and administrative regulations applicable to employer-employee relations; principles of management, human resources, supervision, organizational behavior; principles of wage and salary administration, equal employment opportunity and nondiscrimination commitments.

Ability to:

Plan, organize and direct complex programs of personnel management and employee relations; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

Five years experience that has provided the applicant with the knowledge and abilities listed above. Site administration experience preferred.

Education:

Master's degree from an accredited college or university.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California driver's license.

Credentials:

Valid California administrative credential.

Board Approved: March 11, 1981

Revised: September 5, 1984

Revised: June 7, 1991

Revised: April 1, 1992

Revised: February 10, 1998, effective March 1, 1998

Revised: August 12, 2008

Revised/Board Approved: January 17, 2019

Revised/Board Approved: June 10, 2019

Revised/Board Approved: June 5, 2023