



## Director of Human Resources Job Description

May 2010

**RESPONSIBLE TO:** District Superintendent

**BASIC FUNCTION:** The Director of Human Resources is responsible for the operation and administration of all services related to certificated and classified personnel; is responsible for contract management and administering procedures pertaining to employer/employee relations

### **GENERAL PERFORMANCE RESPONSIBILITIES:**

- Assists in the implementation of District policies and regulations related to personnel and employee benefits
- Maintains continual liaison between all District schools and departments, staff, and Superintendent
- Consults with administrators and supervisors on personnel matters
- Publishes position announcements and assists in processing applications, including screening, to determine meeting minimum qualifications as required by job descriptions
- Prepares contracts and offers of employment for certificated and classified staff and determines appropriate placement on salary schedules
- Coordinates periodic review and revision of job descriptions, salary schedules, evaluations, and personnel forms
- Prepares and administers layoff notices and lists
- Advises on matters of teaching/service/administrative credentials and assists staff in application
- Maintains seniority, promotion and evaluation schedules for all employees
- Assists in the preparation of reports, surveys, and questionnaires that relate to personnel functions
- Provides Superintendent, principals and supervisors with information necessary for staffing of schools and departments
- Establishes and maintains positive working relationships with employee associations, placement offices,
- County Office of Education and other agencies involved in school personnel functions
- Evaluates programs and procedures within personnel department and recommends improvements
- Maintains the District Human Resources Information System
- Represents District at personnel meetings, workshops, and conferences at State and County level; attends inservice training meetings for new legislation in the area of personnel, employee benefit programs, and employee relations
- Provides assistance and recommendations to supervisors for evaluation of all personnel
- Conducts investigations of personnel actions and coordinates disciplinary action

- Coordinates and maintains substitute personnel recruitment and staffing programs
- Oversees all assignments, transfers, dismissals, and promotions of certificated and classified personnel
- Maintains all employee records regarding personnel, employee benefits, and responds to all inquiries related thereto
- Develop and implement training activities
- Operate a computer and other office equipment as assigned

## **QUALIFICATIONS:**

### **Knowledge of:**

- Principles, practices, state of the art theories, techniques, and methodologies of human resources administration and personnel management
- Federal statutes, orders Education Code, Government Code, and District Policies and Regulations, in relation to personnel policies, rules and regulations
- Federal statutes, orders, and regulations related to personnel practices such as fair employment practices, ADA, and FMLA
- Worker's Compensation and unemployment benefits law and procedures
- Oral and written communication skills
- Attends meetings of the Board of Education and acts as a resource when necessary
- Performs other duties as may be assigned by the Superintendent
- May serve as a member of the Administrative Cabinet
- Appropriate procedures for qualification and application for credentials, highly qualified teachers, and renewal requirements

### **Ability to:**

- Analyze problems, make decisions, and be responsible for those decisions
- Establish and maintain effective employee relations and enhance the morale of school district personnel. Undertake and coordinate substantial projects and studies on a district wide basis and report results to the Superintendent
- Maintain complex filing and electronic systems containing confidential and sensitive information
- Work effectively under pressure with constant interruptions
- Change and adapt office practices and procedures in concert with the needs and legal requirements and District policies and vision
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Perform in situations requiring specialized knowledge, using tact, discretion, and good judgment
- Deal effectively with a wide variety of personalities and situations requiring tact, diplomacy, judgment, and poise

**Training and Experience:** (Minimum Qualifications)

- Bachelor's degree in public administration, human resources, or a related field is desired
- Five years of progressive experience, including human resource management is required
- Possession of a valid California Administrative Services Credential is required

**Working Conditions:**

- Indoor, office environment
- Drive a vehicle to conduct work

**Physical Abilities:**

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting for extended periods of time
- Hearing and speaking to exchange information and make presentations
- Seeing to read and write reports
- Lifting light objects

**Salary:**

Placement on the administrative salary schedule will be at Director, I, II, or III, depending on experience.