Director, Human Resources

**PRIMARY FUNCTION**

Under the supervision of the Superintendent, the Director of Human Resources will plan, organize, direct, and manage the daily operations and assigned functions of the Human Resources Department including personnel recruitment and selection, onboarding, staff evaluations, personnel record management systems, employee/employer relations and negotiations, legal consultation, and assist in the planning, development and implementation of Board policies, administrative regulations, and strategies for achieving district goals and objectives.

**MAJOR RESPONSIBILITIES**

- Develop, revise and implement District procedures to maintain smooth and efficient delivery of services in compliance with laws, policies and regulations.
- Work closely with department heads, program managers, and principals in projecting enrollments and determining staffing ratios and allocations.
- Direct the performance evaluation program for employees District-wide.
- Serve as a member of the Superintendent's Cabinet and as a representative of the Superintendent as necessary.
- Attend Board meetings and advise as to requirements and responsibilities of the District.
- Supervise and direct contract management
- Supervise and direct the implementation of legislation as it relates to human resource management
- Manage and organize substitute services including review and recommendations for efficient placement of substitutes for staff; supervise substitute evaluation process.
- Monitor, direct and control the storage and release of personnel files to assure confidentiality and security.
- Develop and revise job descriptions in accordance with current laws, Education Code and District policies.
- Plan, develop, direct, manage and administer procedures for the District's negotiations process.
- Manage the certificated and classified contract and related employee/employer relations.
- Interpret policies and procedures and union contracts; mediate disputes as necessary.
- Provide information to employees regarding their rights, requirements, retirement, compensation and other related items.
- Serve as complaint officer for formal and uniform complaints
- Maintain continuing communications with employee groups.

**SELECTION CRITERIA**

**Training and Experience**
- Bachelors of Arts Degree in Human Resources, or a related field
- Experience in K-12 preferred
- Knowledge of the principles and practices of human resources/personnel administration
- Knowledge of federal and state labor laws, regulations, and Education Code
- Knowledge of negotiations processes including interest-based bargaining (1BB)

**Leadership / Management**
- Excellent interpersonal skills, including the ability to develop and keep the trust and confidence of others; the ability to deal successfully with different personalities and styles
- Excellent communication skills, including speaking, listening and writing skills
- Experience and skill in motivating others and in utilizing staff to maximize their capabilities
- Reputation for honesty and integrity
- Relationship and task oriented
Personnel Management / Staff Relations

- Demonstrated record of dealing with divergent opinions and controversy
- Demonstrated ability in assigning responsibility, delegating authority, insisting on personal and staff accountability, and recognizing exceptional performance
- Demonstrated willingness to utilize the professional knowledge and skills of staff in decision making

Working Conditions

The usual and customary methods of performing the job’s functions requires the following physical demands: hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; driving a vehicle to conduct work; seeing to conduct inspections of data; and occasional lifting of boxes and equipment and bending or reaching for files and equipment. Weight of materials will vary, but generally fifty pounds or less. Generally the job requires 50% sitting, 25% walking and 25% standing. May be required to correctly transfer or restrain a child physically if needed. The job is performed under minimal temperature variations, a generally hazard free environment and in a clean atmosphere.

Work Year

12 Months