



## Job Description

<b>Title: Executive Director, Human Resources</b>	<b>FLSA Status:</b>	<b>Salary: \$120,899 to \$144,168 per year</b>
<b>Supervisor: Superintendent</b>	<b>Supervises:</b>	<b>Revised: 7/27/2020</b>
<b>Department: Human Resources</b>	<b>Bargaining Unit:</b>	<b>Approved: 7/27/2020</b>

### JOB SUMMARY:

Under the direction of Superintendent, plan, organize, control and direct the operations and services of the district's certificated and classified human resources operations, activities and services; develop, implement, administer and interpret policies, systems, processes and programs; direct and maintain the district's negotiations, labor relations and contract management including processing grievances; serve as a resource to schools, divisions and departments; maintain staffing to ensure that certificated and classified personnel functions conform to district, State and federal requirements; serve as a member of the Superintendent's cabinet; train, supervise and evaluate the performance of assigned personnel.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the operations and services of the district's certificated and classified Human Resources operations, activities and services; assure the proper delivery of human resources services including recruitment and selection, employee-employer relations, classification and compensation, staff development, employee records management, credentials and certification, classified and certificated substitute services, contract administration, workers compensation program support, and other human resources services; develop, implement, administer and interpret policies, systems, processes and programs.
- Serve as a member of the Superintendent's Cabinet; review Board agenda items; prepare and review materials and reports for the board.
- Oversee the evaluation process; review evaluations to assure compliance with established standards and requirements; monitor and control personnel allocations for the District; coordinate employee placement, assignments, transfers, promotions and terminations as directed.
  - Plan, organize, oversee and direct the review, evaluation and processing of applications and other documents to assure certificated personnel hold valid and proper credentials; serve as liaison between County Credentials Office and District staff.
- Direct hiring practices, employment contracts and recruitment, selection and retention of certificated and classified personnel; participate on interview panels for employment of administrators.
- Provide specialized information to current and/or potential employees regarding the employment process, testing, interviewing, and hiring under District rules and regulations. • Serve as representative for labor negotiations and contract management; plan and facilitate negotiation sessions; interpret and evaluate contract language; assure contracts comply with bargaining agreements.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign work activities and responsibilities to assigned personnel; review and evaluate department effectiveness and productivity.
- Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Oversee and monitor other human resources activities and operations including worker's compensation documentation, unemployment issues and position control for staff positions at school sites.

- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Develop and prepare the annual preliminary budget for the Human Resources Department; analyze and review budgetary and financial data; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Direct the modification of programs, functions and procedures to assure compliance with local, state and federal requirements as appropriate.
- Communicate with other administrators, personnel, attorneys and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; respond to and resolve sensitive and complex department inquiries, issues and complaints.
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend Board meetings and prepare Board agenda items; present reports and provide technical counsel to the Board as requested; review and present Board items affecting human resources services; update the Board in closed sessions regarding employees and other human resources matters.
- Serve as the district's sexual harassment officer; conduct investigations of sexual harassment complaints and other employee complaints; travel to District sites to conduct investigations.
- Attend and conduct a variety of meetings and trainings as assigned; attend state and regional conferences and workshops to maintain current knowledge of laws, codes, regulations and pending legislature related to human resources activities.

**OTHER DUTIES:**

- Perform related duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here 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.

**Knowledge of:**

- Planning, organization and direction of District-wide human resources operations and activities including the recruitment, screening, examination, selection, processing, classification and compensation of classified and certificated employees.
- Applicable sections of the State Education Code and other State and federal applicable laws, codes, regulations, policies and procedures related to public human resources administration.
- Professional and legal methods of recruitment and selection, staff development, employee relations and classification and compensation.
- Principles, practices, guidelines and strategies of collective bargaining and labor relations.
- Bargaining unit contracts, contract negotiation and salary schedules.
- Principles and practices of administration, supervision and training.
- Principles, techniques, procedures and terminology involved in the recruitment, selection and compensation of classified and certificated employees.
- State credential requirements and procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Public speaking techniques.
- Organizational operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

**Skills/Ability to:**

- Plan, organize, control and direct district-wide human resources operations and activities including the recruitment, screening, examination, selection, processing, classification and compensation of classified and certificated employees.
- Coordinate and direct communications, information, labor negotiations, employee evaluation functions and employee record-keeping to meet the human resources needs of the District.
- Supervise and evaluate the performance of assigned personnel.
- Coordinate and participate in collective bargaining activities for classified and certificated bargaining units.
- Provide consultation and technical expertise concerning classified and certificated human resources operations, standards, requirements, practices and procedures.
- Direct and participate in the recruitment, analysis and accepting or rejecting of job applicants.
- Communicate effectively, both orally and in writing, using interpersonal skills that include tact, patience and courtesy when interacting with others.
  - Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Direct the maintenance of a variety of comprehensive and narrative reports, records and files.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
  - Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.

**Education and Experience:**

- Bachelor's degree in human resources, business, public administration, education, or a related field and three years of experience in Human Resources, including management, labor relations, and interpreting and applying collective bargaining agreements. Master's degree in a related field and/or California Administrative Services Credential highly desirable.

**Licenses, Certifications and other Requirements:**

- Valid California Class C driver's license.

**WORKING CONDITIONS:****Work Environment:**

- Indoor/Office environment.
- Driving a vehicle to conduct work.
- Evening or variable work hours.
- Fast-paced work environment with changing priorities.

**Physical Demands:**

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

**Hazards:**

- Contact with dissatisfied and abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.