

**DIRECTOR IV – CERTIFICATED
HUMAN RESOURCES**

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Human Resources; provide support to the educational process with specific responsibilities for directing human resource programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

REPRESENTATIVE DUTIES:

- Administers a comprehensive human resources program for the purpose of maintaining a well-qualified and culturally diverse employee workforce with adequate staffing. **E**
- Leads the recruitment and hiring of the certificated workforce at all levels of the organization including substitutes, develops recruitment materials, visits college campuses, arrange for and attends career fairs, trains administrators in recruitment techniques, and plans other recruitment functions. **E**
- Designs, directs and participates in the hiring process for all certificated district employees, in cooperation with administration for the purpose of assuring consistency in the district and ensuring compliance with state and federal law and contractual provisions. **E**
- Develops/revises district policies and procedures for human resources for the school boards consideration, for the purpose of assuring consistency in the district and compliance with laws, regulations, policies, contracts and collective bargaining agreements. **E**
- Provides training to District Administration for the purpose of ensuring that personnel policies and procedures are understood and implemented fairly and appropriately.
- Develops and conducts staff professional development programs in Cultural Proficiency, Evaluations, and other areas as determined. **E**
- Participates in the negotiation process as a member/lead of the district's negotiations team, prepares district proposals, drafts contract language, and coordination of staff and meeting times. **E**
- Collaborates with internal and external personnel for the purpose of implementing and/or maintaining services and programs. **E**
- Monitors certificated staff evaluations and credentialing. **E**
- Interprets policies, procedures and/or collective bargaining agreements for the purpose of providing direction for meeting the district's goals and objectives. **E**
- Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Work with administrators/Cabinet members on employee relations issues including investigations of alleged misconduct and other personnel issues and either completes investigations and/or oversees outside contracted services as appropriate. Investigates grievances and/or complaints from employees for the purpose of reaching resolutions that provide a healthy work environment. **E**
- Maintains manual and electronic documents, files and records for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines. **E**
- Monitors a variety of processes for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and complying with legal and/or administrative requirements. **E**
- Monitors budget allocations, expenditures, and related financial activities for the purpose of ensuring that allocations are accurate, expenses are within budget limits and/or fiscal practices are followed. **E**
- Participates as a member or facilitator in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions. **E**
- Presents information on a variety of topics for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services. **E**
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. for the purpose of developing new programs/services; ensuring compliance with legislative requirements; securing general information for planning; and/or responding to requests. **E**
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of identifying the relevant issues and recommending or implementing a remediation plan. **E**
- Supervises and evaluates assigned personnel for the purpose of enhancing productivity of personnel and achieving department objectives. **E**
- Supports the Assistant Superintendent, Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals. **E**
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. **E**

KNOWLEDGE OF:

Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: theory of collective bargaining and contract negotiation; personnel processes; applicable codes/laws/rules/regulations/policies; grammar, spelling and punctuation; office application software; practices of personnel administration; and practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY TO:

Schedule activities, meetings, and/or events; often 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; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working with detailed information; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

SKILLS TO:

Perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing budgets and reviewing financial information; developing effective working relationships; and administering personnel policies and procedures; analyzing data; classifying data and/or information; conducting interviews; facilitating meetings; and interviewing techniques and practices.

EDUCATION AND EXPERIENCE:

Valid California Administrative Services Credential required.
Single Subject or PPS Credential required.
Site Administrative Experience required.
Classroom Teaching Experience required.
Human Resources Experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License & Evidence of Insurability.

WORKING CONDITIONS:

Office environment.
Driving a vehicle to conduct work.
Attendance at Monthly Board Meetings.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to perform extensive work at a computer.
Ability to stand, walk, and sit frequently or for extended periods of time.
Bending at the waist, kneeling or crouching to retrieve and store files. Seeing to read a variety of materials.

02/15/2021
SMJUHS

Management (Level IV)