

LEMOORE UNION SCHOOL DISTRICT

Human Resource Division

Director of Human Resources

Job Description

DEFINITION:

Under the direction of the Superintendent, the Director of Human Resources shall be in charge of the Human Resources Department and the legal requirements associated with human resources management; shall oversee all human resource activities of the District. Monitors and oversees the management of Workers Compensation claims and represents the District on the Workers Compensation JPA Board, responsible for recruitment and evaluation of personnel, maintenance of personnel records and personnel procedures. The Director of Human Resources operates within the framework of District policies adopted by the Board of Trustees, the regular requirements as stipulated in the Education Code, the California Administrative Code, Title V, and regulations of the California State Department of Education.

REQUIRED QUALIFICATIONS:

Skill and Ability to:

- Works collaboratively with management/administrative staff.
- Coordinate with site-level administrators and District office staff in developing sound human resources procedures and policies and employee/employer relations.
- Promote positive staff morale and commitment.
- Use appropriate professional channels for communicating personal/professional concerns.
- Maintain collegial and organizational loyalties.
- Keeps aware of human resources/personnel trends and developments and employ such information in the District Human Resources Department.
- Strives to continually improve management and human resource skills and abilities.

Knowledge of:

- Certificated and classified contract agreements;
- Board policy and procedures pertinent to human resources activities.
- Existing and pending legislation as it relates to human resources.

Education and Experience:

- Any combination of education and experience that could likely provide the required knowledge, skills, and abilities. A typical way would be:
 - Bachelor's Degree in personnel management, business administration, or related field. Masters Degree preferred.
 - Three years successful work experience with responsibility for human resource/personnel management.

ESSENTIAL FUNCTIONS:

- Directs all matters pertaining to personnel services and ensures that appropriate procedures and protocols are observed.
- Act as District Complaint Officer.
- Makes recommendations to the Superintendent in all employee hiring.
- Is accountable for maintaining the appropriate staffing ratios.
- Works collaboratively with the chief business official to coordinate payroll information, employee benefits programs and employee agreements.
- Maintain professional association memberships and represents the District on professional

committees.

- Coordinates employee evaluation procedures with responsible administrators/supervisors.
- Coordinates the process of recruitment and evaluation of District personnel. Administers District policies and state laws and regulations relating to employees.
- Conducts matters regarding collective bargaining and manages collective bargaining agreements, including both informal and formal grievance procedures.
- Provides a framework where all laws regarding equal opportunity are observed, including the area of sexual harassment. Is responsible for appropriate investigation and follow through.
- Prepare reports pertaining to human relations operations.
- Supervises all aspects of new employee orientation and oversees exit interviews for outgoing employees.
- Supervises and evaluates District office staff assigned to Human Resources.
- Serves as a member of the District Negotiations Team for both certificated and classified bargaining units, and provides information as appropriate.
- Oversees revisions to collective bargaining agreements, handbooks, staff manuals, and their distribution.
- Assesses human resources needs and qualifications for positions, reviews job specifications, job descriptions and recommends reclassification action as necessary.
- Coordinates with administration to plan professional development and monitors the Professional Growth programs for both certificated and classified staff.
- Participates with other management staff in the development and implementation of drug testing, fingerprinting, pre-employment physicals, and other required state and federal programs.
- Responsible for articulating plans and programs to ensure positive community relations.
- Serves on appropriate committees and belongs to county and state organizations to assure the interests of the Human Resources Department and District are best served.
- Responsible for long and short-term Human Resources Department budget projections; prepares and administers of the annual Human Resources budget in consultation with the superintendent and chief business official.
- Other related duties as assigned.

WORKING CONDITIONS:

Environment:

- Office Environment.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations;
- Sitting or standing for extended periods of time;
- Vision sufficient to read complex printed materials and monitor financial data.

Employee: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Employment: 12 months

Board Approved: March 11, 2014