



REEF-SUNSET UNIFIED SCHOOL DISTRICT Job Description

Position Title: Director of Human Resources

Reports to: Superintendent

Department: Human Resources

Classification: Certificated Management

Salary: Certificated Administrative
Salary Schedule

Work Year: 215 Days

Board Approval: April 25, 2019

Definition- Under the direction 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, 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 objective.

Essential Duties -

Serve as a member of the Superintendent's Cabinet

Participate in the planning, organization, development and implementation of the Reef-Sunset Unified School District Guiding Principles and Board Goals

Manage and coordinate school and District programs for recruiting, selecting, and developing personnel based on specific job needs.

Attend school Board meetings; prepare the Superintendent's personnel recommendation for submission to the Board.

Participate in the planning, organization, development, and execution of personnel orientation, staff development, and in-service training programs.

Lead district effort to ensure classified staff receives effective professional development.

Demonstrate leadership, advocacy, and expertise on all matters related to the advancement of Reef-Sunset Unified School District

Serve as lead negotiator for the District in contract negotiations with bargaining teams representing labor unions.

Monitor adherence to collective bargaining agreements by providing direction to administrators and managers in interpreting negotiated employer/employee agreements.

Aid in reviewing, analyzing, and evaluating pending legislation, legal mandates, regulations, and guidelines which may affect the District programs, functions, and activities.

Advise District administration on various personnel issues including but not limited to collective bargaining, labor relations and employee discipline.

Review, analyze, and audit the District employee performance appraisal program, and counsel, advise, and assist management and supervisory personnel in developing programs that aid in employee motivation and in the improvement of employee performance.

Ensure District compliance with federal and state laws and board policies related to personnel management and employer/employee relations.

Develop and revise job descriptions in accordance with current laws, Education Code, and District procedures.

Administer salary schedules for all personnel and assists in developing and recommending salary policy and structure.

Process recommendations for termination of employment, assembling substantiating information for dismissal of employees and arranging any necessary conferences and hearings.

Prepare and maintain statistical information on all personnel and submit the necessary federal, state, county, and local statistical reports, records, and files.

Serves as the District Compliance Officer

Conduct personnel investigations.

Establish procedures to evaluate certificated credentials and provide services of college credit review.

Receive, review and process requests for transfer according to District policy and regulations.

Assist with the Peer Assistance and Review (PAR) program and the BTSA Induction Program.

Manage the Worker's Compensation program.

Recommend and sign leave requests for classified and certificated employees.

Coordinate the student teaching/intern programs.

Serves as custodian of District personnel records.

Serve as the District's Affirmative Action officer.

Serve as the District's Title IX officer.

Oversee the District's response to employee discipline and grievances, and manage all levels of the grievance process.

Confer with, advise, and counsel site or district administrators pertaining to unusual and unforeseen problems, issues, and concerns, and provides leadership and expertise in the determination of alternative solutions.

Plan, organize, coordinate, direct, and manage the operational functions and activities of the personnel management systems, including the allocation of operational resources, operational planning, and determination of operational effectiveness.

Directly supervise all Human Resource Department staff.

Serve on district, county, city, and community committees as requested and/or assigned.

Coordinate the district-wide employee recognition program.

Perform other administrative assignments as directed by the Superintendent.

Qualifications -

Master's Degree or higher, from an accredited college or university, in educational administration, personnel administration, or other closely related areas.

Valid Administrative Services Credential

Minimum of five years of increasingly responsible supervisory experience.

Experience in School Human Resources is preferred.

Bilingual/Biliterate (English/Spanish) is preferred.

Knowledge of:

The organization, laws, and policies related to public education

Laws, rules, regulations, policies, and procedures which pertain to the District's Certificated and Classified employees

Federal, State, and local laws, codes and regulations concerning human resources and personnel management programs.

Evaluation strategies and techniques for determining staff operational effectiveness

Human relations and conflict resolution strategies and team building principles and techniques

Data management, storage, and retrieval systems

Ability To:

Use sound judgment in interpreting and applying policies and procedures

Effectively plan, organize and direct diverse human resources and personnel management programs and services.

Analyze, assess, and interpret statistical data, apply gained insight into program and project administration and supervision.

Develop, monitor and manage budget development, and prepare fiscally related management reports

Analyze complex personnel management operational challenges and develop appropriate solutions.

Effectively negotiate program and project objectives, evaluation criteria, monitor and audit program and project outcomes in accordance with prescribed procedures, standards and guidelines

Communicate effectively in oral and written form.

Establish and maintain effective working relationships

Effectively and efficiently recruit, select, train and evaluate subordinate personnel

Working Environment:

Office environment; subject to considerable distraction and noise from constant interruptions and office activities.

Physical Demands:

Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments. Ability to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time. Ability to see, read, and distinguish colors, with or without vision aids, a computer screen, rules and policies and other printed matter. Ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.

Manual dexterity to operate a telephone, and enter data into a computer using both hands. Facility to speak in audible tones so that others may understand clearly in normal conversation, training sessions, presentations, other meetings and on the telephone. Physical agility to lift up to 25 pounds to shoulder height, and up to 50 pounds to waist height; and to bend, to stoop, to walk, to climb stairs, and to reach overhead. Ability to drive a car.

Professional Characteristics:

Demonstrated leadership ability

Demonstrated skill in oral communications, including public speaking and presentations.

A collaborative management style that can be applicable to staff at all organizational levels and that promotes a shared governance.

Demonstrated skills in team building

Demonstrated commitment to creating an environment which emphasizes the importance of service to students.

Employee Signature

Date

Witnessed By

Date

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.