



DIRECTOR – CERTIFICATED HUMAN RESOURCES Labor Relations

PRIMARY FUNCTION:

The position of Director – Certificated Human Resources/Labor Relations, under the supervision of the Assistant Superintendent of Human Resources, plans, organizes, and directs all functions related to the promotion and maintenance of positive relations with the certificated workforce; oversees the successful implementation and compliance of the collective bargaining agreement, labor law, and related personnel Ed. Code, district-wide; assist the Assistant Superintendent in the administration of all areas aligning with Human Resources department.

ASSIGNED RESPONSIBILITIES:

1. Oversees the implementation and compliance of the certificated collective bargaining agreement district-wide.
2. Meets regularly with the certificated labor leadership to address contract inquiries, personnel related matters, and promote positive labor relations.
3. Assists management in maintaining positive labor relations relative to personnel matters.
4. Assists the lead negotiator in the planning, organization, facilitation, research, and preparation of contract negotiations.
5. Oversees the certificated evaluation process for all personnel.
6. Oversees the certificated substitute services division and all district-wide related services.
7. Provides assistance to all personnel with inquiries, understanding, and interpretation of the provisions of the certificated collective bargaining agreement.
8. Recommends, develops, and implements training for certificated management in matters pertaining to the collective bargaining agreement, human resources practices, and/or labor law.
9. Ensures compliance with labor laws and recommends operational, policy, rule and other internal practices related to contract provisions.
10. Responds to contractual grievances, complaints, and conducts internal investigations as assigned.
11. Assists in the recruitment, hiring, assignment, transfer, and retention of certificated personnel.
12. Assists in the planning, facilitation, and implementation of employee interactive processes as assigned.
13. Confers with principals and supervisors to determine certificated staffing needs.

14. Meets regularly with the Human Resources leadership team for planning and organizational purposes.
15. Advises, consults and assists all management with respect to certificated applications, eligibility, selection committees, appointments, training, performance, professional growth, advancement and evaluation.
16. Meets periodically with other personnel professionals to understand new directions and improvements in the delivery of personnel services to enhance retention.
17. Conduct school site visits as necessary and/or assigned.
18. Supervise and evaluate personnel as assigned.
19. Attends Board of Education and other meetings and conferences as directed.
20. Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Knowledge of:**

- a. Provisions of federal legislation under Federal and State Education Code governing employees in school districts; District policies; and other applicable legal requirements;
- b. California Standards for the Teaching Profession;
- c. California Professional Standards for Educational Leaders;
- d. Laws, rules and guidelines affecting the administration of public school district personnel administration and employer/employee relations management;
- e. Principles and practices of public school district administration and organization;
- f. Principles of supervision, training, and program administration;
- g. Oral and written communication skills;

- **Ability to:**

- a. Provide effective visionary leadership and strategic planning to focus human resources towards the primary goal of outstanding quality education for students
- b. Analyze and evaluate data for specific use
- c. Maintain confidentiality
- d. Prioritize workload and conflicting demands
- e. Effectively work in a demanding environment
- f. Demonstrate organizational, time management, analytical and problem solving skills
- g. Develop and provide effective presentations to the public, Board and staff
- h. Demonstrate honesty, integrity, openness, and a strong sense of confidence in oneself and others
- i. Work in a diverse socio-economic and multicultural community

- j. Effectively communicate orally and in writing, with a variety of public, staff and management groups
- k. Maintain consistent, punctual and regular attendance
- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):
 - **Physical:**
 - a. Ability to push, pull, and transport instructional and/or presentation materials up to ten (10) lbs. on a regular basis and up to forty (40) lbs. occasionally
 - b. Ability to communicate so others will be able to clearly understand a normal conversation
 - c. Ability to understand speech at normal levels
 - d. Ability to bend, twist, stoop and reach
 - e. Ability to drive a personal vehicle to conduct business
 - f. Generally the job requires 20 percent sitting, 40 percent walking, and 40 percent standing
 - **Mental:**
 - a. Ability to organize and coordinate schedules
 - b. Ability to analyze and interpret data
 - c. Problem solving
 - d. Ability to communicate with the public
 - e. Ability to read, analyze and interpret printed matter and computer screens
 - f. Ability to create written communication so others will be able to clearly understand the written communication
 - g. Ability to communicate so others will be able to clearly understand a normal conversation
 - h. Ability to understand speech at normal levels.
 - **Environment:**
 - a. Indoor – frequently
 - b. Outdoor – occasionally (temperature variations)
 - c. Ability to work at a desk and in meetings of various configurations

EDUCATION AND EXPERIENCE:

- a. Valid California Administrative Services Credential required
- b. Master's Degree or higher

- c. School personnel administration experience in the areas of recruitment and labor relations
- d. A minimum of three (3) years of increasingly responsible experience in supervising a comprehensive personnel operation or performing the major duties of a personnel operation
- e. Successful school site administrative and teacher experience required
- f. Valid California Driver's License

DIRECTLY RESPONSIBLE TO:

Assistant Superintendent Human Resources
and/or Designee

OVERTIME STATUS:

Exempt

BARGAINING UNIT STATUS:

Management

EVALUATION:

Performance of this job will be evaluated in
accordance with provisions of Board Policy on
Evaluation of Management/Confidential
employees

Regulation Approved: