



## **ASSISTANT DIRECTOR – HUMAN RESOURCES**

### **PRIMARY FUNCTION:**

The position of Assistant Director – Human Resources, under the direction of the Assistant Superintendent of Human Resources or designee, assists in the planning, organization, and administration of all areas related to the Human Resources department with a primary focus on classified personnel.

### **ASSIGNED RESPONSIBILITIES:**

1. Assist in the recruitment, selection, assignment, orientation, transfer, and retention of personnel, including substitutes in compliance with applicable regulations, labor agreements, and District policies and procedures.
2. Assists in the planning, facilitation, and implementation of employee interactive processes as assigned.
3. Interpret District policies, practices, and procedures to administrators, staff, and applicants; counsel employees.
4. Monitors and implements personnel programs and procedures.
5. Assists in the investigation, resolution and response to complaints disciplinary actions, and grievances.
6. Manage the District employee leave program in accordance with established laws, rules, and regulations.
7. Conduct salary studies and make recommendations regarding salary placement; assist with reclassification studies and classification requests and make recommendations. Assist with developing, reviewing, and revising job descriptions.
8. Assists with the maintenance of personnel records including salary information.
9. Assist with the preparation, planning, organization, and research for contract negotiations.
10. Provide assistance to all personnel with inquiries, understanding, and interpretation of the provisions related to the collective bargaining agreement.
11. Assist with the planning, preparation, organization, communication, and implementation of staffing reductions, including employee seniority reports.
12. Participate in the development and presentation of employee training programs.
13. Assist with planning, organization, and implementation of long and short-term programs and activities designed to develop assigned programs and services.
14. Prepare reports, records, and files related to personnel and assigned activities.

15. Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
16. Attend and conduct a variety of meetings, conferences, and visits to school sites and/or assigned.
17. Supervises and evaluates personnel as assigned.
18. 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. Laws, rules and guidelines affecting the administration of public school district personnel administration and employer/employee relations management;
- c. Principles and practices of public school district administration and organization;
- d. Principles of supervision, training, and program administration;
- e. Oral and written communication skills;
- f. Interpersonal skills using tact, patience and courtesy;
- g. Operation of a computer and assigned software;

#### **• 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
- l. Stay abreast of new trends and innovations in the field of human resources as is relevant to public education

- m. Resolve problems with tact and proficiency
- n. Understand, be sensitive to and respect the diverse academic, socioeconomic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of teachers, administrators and staff
- o. 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. 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:**