



JOB DESCRIPTION **Palm Springs Unified School District**

ASSISTANT DIRECTOR – HUMAN RESOURCES

BASIC FUNCTION:

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

ESSENTIAL DUTIES:

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.

Assist in the planning, facilitation, and implementation of employee interactive processes as assigned.

Interpret District policies, practices, and procedures to administrators, staff, and applicants; counsel employees.

Monitor and implement personnel programs and procedures.

Assist in the investigation, resolution, and response to complaints, disciplinary actions, and grievances.

Manage the District employee leave program in accordance with established laws, rules, and regulations.

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.

Assist with the maintenance of personnel records including salary information.

Assist with the preparation, planning, organization, and research for contract negotiations.

Provide assistance to all personnel with inquiries, understanding, and interpretation of the provisions related to the collective bargaining agreement.

Assist with the planning, preparation, organization, communication, and implementation of staffing reductions, including employee seniority reports.

Participate in the development and presentation of employee training programs.

Assist with planning, organization, and implementation of long and short-term programs and activities designed to develop assigned programs and services.

Prepare reports, records, and files related to personnel and assigned activities.

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.

Attend and conduct a variety of meetings, conferences, and visits to school sites and/or assigned.

Supervise and evaluate personnel as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Provisions of federal legislation under Federal and State Education Code governing employees in school districts.

District policies; and other applicable legal requirements.

Laws, rules, and guidelines affecting the administration of public school district personnel administration and, employer/employee relations management.

Principles and practices of public school district administration and organization.

Principles of supervision, training, and program administration.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Provide effective visionary leadership and strategic planning to focus human resources towards the primary goal of outstanding quality education for students.

Analyze and evaluate data for specific use.

Maintain confidentiality.

Prioritize workload and conflicting demands.

Effectively work in a demanding environment.

Demonstrate organizational, time management, analytical and problem-solving skills.

Develop and provide effective presentations to the public, Board, and staff.

Demonstrate honesty, integrity, openness, and a strong sense of confidence in oneself and others.

Work in a diverse socio-economic and multicultural community.

Effectively communicate orally and in writing.

Maintain consistent, punctual, and regular attendance.

Stay abreast of new trends and innovations in the field of human resources relevant to public education.

Resolve problems with tact and proficiency.

Understand, be sensitive to and respect the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disabilities, and sexual orientation of teachers, administrators, and staff.

Maintain consistent, punctual, and regular attendance.

EDUCATION AND EXPERIENCE:

Possession of bachelor's degree or higher. Experience in school personnel administration in the areas of recruitment and labor relations. 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.

WORKING CONDITIONS:

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*):

ENVIRONMENT:

Office environment (indoor – frequently).

Outdoor – occasionally (temperature variations).

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Ability to push, pull, and transport materials up to ten (10) lbs. on a regular basis and up to forty (40) lbs. occasionally.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to work at a desk and in meetings of various configurations.

Ability to drive a personal vehicle to conduct business.

Generally, the job requires 20 percent sitting, 40 percent walking, and 40 percent standing.

HAZARDS:

Exposure to dissatisfied or abusive individuals.

Required Testing

None Specified

Continuing Education/Training

None Specified

Certificates

Valid Driver's License and Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Clearance

EVALUATION:

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

FLSA Status

Exempt

Bargaining Unit

Management

Salary Range

Range 37

BOE Approval Date

February 22, 2022