

TITLE: DIRECTOR OF HUMAN RESOURCES, CLASSIFIED

JOB GOAL: Under direction of the Assistant Superintendent of Human Resources, The Director of Human resources is responsible for assisting the Assistant Superintendent of Human Resources by planning, organizing and directing the District's comprehensive personnel and employee relations program for classified personnel, with specialized responsibilities to include, but not limited to the recruitment and selection of classified substitutes and classified personnel. The Director of Human Resources will perform and direct highly specialized personnel functions to meet the District staffing goals and to ensure cooperation and communication between Human Resources and Business Services to maximize the educational opportunities and benefits available to each individual student.

QUALIFICATIONS

Knowledge of

1. Applicable sections of State Education Code and other codes, laws, rules and regulations related to human resources in the public sector.
2. District organization, mission, values, policies and objectives.
3. Interpersonal skills using tact, patience, and courtesy.
4. Modern management, fiscal and business policies, practices, and procedures.
5. Principles and practices of administration, supervision, and training.
6. Principles and practices of public human resources administration, including job classification, recruitment, examination, interviewing techniques, and personnel transactions and procedures.
7. Job analysis and survey techniques.
8. FMLA, FLSA and other employee related state regulations.
9. Labor relations, unemployment insurance, workers' compensation, and state and Federal laws and guidelines related to public human resources management and governing human resources administration.
10. Budget preparation and control.
11. Employer/employee relations under collective bargaining, including negotiations of contract, administration of grievance, and unfair labor practices.
12. Compensation and classification plan procedures.
13. Principles and practices of supervision, training, and management.
14. Record-keeping and report preparation techniques.
15. Statistical reporting and record keeping.
16. Safety and workplace rules and regulations.
17. Public speaking techniques.
18. Grievance Resolution.

Ability To

1. Plan, organize and direct a comprehensive human resources management program.
2. Work harmoniously with and listen to stakeholders.
3. Interpret employee benefit program.
4. Develop and present staff development programs.
5. Develop and maintain effective interpersonal relations using tact, patience and courtesy.
6. Maintain reliable, punctual and regular attendance.

7. Be a productive and active team member.
8. Calculate long-range planning.
9. Communicate effectively and tactfully in both oral and written form.
10. Effectively and efficiently supervise a variety of personalities with a minimum of disruption.
11. Effectively and efficiently supervise a variety of personalities with a minimum of disruption.
12. Effectively plan for and deal with change.
13. Establish and maintain effective work relationships with those contacted in the performance of required duties.
14. Handle all matters in a tactful, courteous, and confidential manner to maintain and/or establish good public relations.
15. Learn and implement Board Policies, Administrative Regulations, and district procedures in assigned functions.
16. Make accurate and timely decisions.
17. Perform the job functions in the job description.
18. Understand and carry out verbal and written instructions.
19. Use computer and related software programs relevant to the job function.
20. Work both collaboratively and independently.
21. Work successfully with diverse groups of people.

Training and Experience

1. Bachelor's Degree or higher in Personnel Administration or other field of study from an accredited university or college.
2. Minimum of three (3) years of successful human resource management experience desired;
3. Minimum of three (3) years of successful experience management;
4. Training in labor negotiations desired.

REPORTS TO: Assistant Superintendent of Human Resources Division

SUPERVISES: Assigned Human Resources staff

ESSENTIAL FUNCTIONS

1. Administers the permanent and substitute classified personnel program, including provisions of the Education Code as related to assigned duties.
2. Supervise human resources functions related to classified personnel.
3. Tracks and manages staffing levels, employee contracts, and hiring practice in accordance to local and state policies.
4. Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
5. Interpret district policies, practices, and procedures to administrators, classified staff, teachers, and applicants.
6. Serve as a resource for information relative to the Education Code, employee agreements, and legal regulations pertinent to human resources practices.
7. Attend and participate in conferences and meetings.
8. Counsel and coach employees.
9. Supervise clerical and professional assistants.

ESSENTIAL FUNCTIONS (continued)

10. Supervise recruitment programs, ensuring advertising in appropriate media, posting in accordance with regulations and labor agreements, and establishing application procedures.
11. Direct selection processes, including development of a selection plan and selection instruments, establishment of weighting and scoring of examination parts, and selection of panel members for qualification appraisal.
12. Assure that employment functions comply with EEO guidelines and the Education Code as well as district rules and regulations.
13. Administer the district employee leave program according to established laws, rules and regulations.
14. Research, develop, and propose new and revised human resources policies and regulations.
15. Prepare staffing plans and onboarding activities.
16. Conduct investigations of personnel actions and coordinate disciplinary hearings.
17. Oversee ADA reasonable accommodation meetings with classified employees.
18. Provide information regarding vacation days, sick days, benefits and other rules and regulations to employees.
19. Review and implement Federal and state laws, regulations, and guidelines concerning employment of classified personnel.
20. Coordinate reductions in staffing by identifying affected positions and employees; contacting employees to discuss options and determine choices; and transmitting various notices and preparing reemployment lists.
21. Oversee employee status change notices.
22. Maintain and develop seniority and funding lists; prepare and administer layoff notices and lists as needed.
23. Review existing rules to ensure compliance with regulations and employee association contracts.
24. Make presentations to the Board or cabinet regarding human resource activities and concerns.
25. Supervise or conduct job analyses for selection and classification purposes and make recommendations.
26. Perform or oversee the performance of audits and position analyses to determine appropriateness of reclassification requests.
27. Lead or assist in the reclassification process.
28. Develop training courses and means of evaluating effectiveness of training.
29. Prepare or supervise the preparation of the personnel report for the governing board.
30. Participate in the implementation of collective bargaining contracts.
31. Provide guidance regarding activities related to the collective bargaining process.
32. Direct research of new theories, best practices and/or trends when innovation is needed.
33. Attend conferences and workshops to maintain current knowledge of regulations and requirements and best practices.
34. Participate in the development and implementation of safety and training programs.
35. Direct and evaluate the performance of assigned staff.
36. Provide leadership and participate in programs and activities that promote workplace diversity.
37. Identify legal requirements and government reporting regulations affecting human resource functions (e.g. OSHA, EEO, FLSA, ADA, etc.) and monitor exposure of the district with regard to noncompliance and direct the preparation of information requested or required for compliance and approve all information submitted.

ESSENTIAL FUNCTIONS (continued)

38. Monitor in-house management training programs (e.g. performance appraisal, equal employment opportunity, sexual harassment, employee selection, and disciplinary actions) and recommend other district training needs in office technologies and safety.
39. Direct and coordinate the recruitment, selection, promotion, and succession processes;
40. Administer and monitor corrective action and disciplinary procedures to ensure fair and equitable treatment of all employees.
41. Represent the district in matters relating to unemployment and workers' compensation hearings, EEOC investigations.
42. Create and direct innovative employee involvement and recognition programs.
43. Manage the data integrity of the Human Resources information systems.
44. Direct the training and organizational development activities for district employees through an effective training needs analysis.
45. Serves on the district's negotiation team as required.
46. Serves on the Superintendent's Cabinet and participates in Board of Education meetings.
47. Supports the Senior Cabinet in the overall administrative efforts; interprets policies, ideas, and decisions to staff and public; and keeps the assistant superintendent informed of pertinent departmental developments and events.
48. Perform other related duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to stoop, kneel, bend, and walk for up to six (6) hours per day.
5. Able to sit and stand for up to seven (7) hours per day.
6. Able to lift and/or carry up to thirty (30) pounds up to one (1) hour per day.
7. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
8. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The Assistant Superintendent of Human Resources will complete the evaluation.

Approved by: Board of Education

Date: February 12, 2019

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE AND
AN EQUAL OPPORTUNITY EMPLOYER**