

**SEQUOIA UNION HIGH SCHOOL DISTRICT  
Job Description**

<b>JOB TITLE</b>	<b>Director of Human Resources</b>
<b>ADMINISTRATIVE RELATIONSHIP</b>	Under the directions of the Assistant Superintendent of Human Resources.
<b>CLASSIFICATION</b>	Classified Management
<b>REQUIREMENTS</b>	<p><b>Experience:</b> Three years of school district or school management experience. Experience and training in personnel administration, labor relations, and negotiating as it applies to certificated and classified bargaining units is desirable.</p> <p><b>Education:</b> A Bachelor's and Master's degree is required.</p> <p><b>Certification:</b> Cleared California Administrative Services credential.</p> <p><b>License:</b> Possession of a valid California driver's license.</p>
<b>SALARY SCHEDULE</b>	<b>Classified Director of Human Resources Salary Schedule</b>
<b>WORK YEAR/HOURS</b>	<b>260 Days</b>
<b>LOCATION</b>	<b>District Office</b>
<b>BOARD APPROVAL</b>	<b>May 25, 2022</b>

<b>BASIC FUNCTION</b>
Under the directions of the Assistant Superintendent of Human Resources, the Director of Human Resources plans, organizes, controls, and directs District personnel matters, hiring processes, employee relations, programs, and recruitment; plan, organize and direct the activities related to grievances, employee complaints, unfair labor practices, Title IX, and discrimination appeals; serve as a chief negotiator in collective bargaining; train, supervise, and evaluate the performance of assigned personnel.

<b>DISTINGUISHING CHARACTERISTICS</b>
Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

## ESSENTIAL FUNCTIONS

- Assists in addressing legal matters and labor relations pertaining to school district personnel; review pending litigation and case law and apprise appropriate district administrators; investigate employee and sexual harassment, and discrimination complaints.
- Investigates and represents the District in EEOC and/or DFEH complaints.
- Represents the District's Board of Education as a chief negotiator in collective bargaining with all recognized employee organizations; prepares and presents management proposals and counter-proposals, and drafts of contract language and alternative contract language; communicate bargaining positions to the Board; coordinates and participates in impasse procedures, including mediation and fact-finding; meet with representatives of employee organizations to resolve problems and, if necessary, represents the District on a variety of labor relations issues.
- Directs compensation and benefits programs for the District (e.g., classification of job descriptions, payment of wages, health insurance, open enrollment, worker's compensation) for the purpose of ensuring the District is in compliance with applicable state and federal laws and regulations.
- Directs the workers' compensation program for the purpose of ensuring all work-related injuries are properly reported, employees receive necessary safety information, medical treatment, and are returned to full work duties in a timely manner.
- Reviews, revises, develops, writes, and maintains management and bargaining unit job descriptions and specifications; manages employee health/accommodation requests; participates in employee interactive process meetings as needed.
- Identifies and implements in-service training needs and recommends training programs for the purpose of increasing the capabilities of employees. Coordinates, plans, and implements in-service training regarding the implementation of agreements reached in employee-employer negotiations, grievances, and interactive process meetings.
- Counsels and gives advice to management on the grievance process and strategies; represents the District in formal grievance disputes, including representation in arbitration and mediation.
- Investigates, prepares, and presents employee discipline cases.
- Trains, supervises, and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, termination, and disciplinary actions.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to personnel and assigned activities.
- Coordinates and participates in District insurance advisory committees for the purpose of ensuring communication regarding insurance information/concerns between administration, employees, and the provider; coordinates RFPs for insurance programs as needed and/or directed by the Superintendent.
- Directs insurance programs for the purpose of ensuring open enrollment, billing, claims, and COBRA conversions are processed in a timely and accurate manner.
- Directs and manages the District's employee leave programs (e.g., FMLA, CFRA, etc.).
- Prepares a wide variety of written material (e.g., reports, memos, letters, policies, handbooks, District calendar, etc.) for the purpose of documenting activities, providing written references, and/or conveying information.
- Supervises personnel record-keeping procedures for the purpose of ensuring personnel processes are in compliance with District, state, and federal requirements.
- Manages the daily operations of the Human Resources Department.

- Operates a computer and assigned software programs and platforms; operates other office equipment; drives a vehicle to conduct work.
- Other related duties as assigned.

**KNOWLEDGE OF:**

- Labor laws and administrative rules and regulations applicable to employee/employer relations and nondiscrimination in employment.
- Title IX laws and complaint procedures.
- Employee medical leaves, benefits, and worker's comp.
- Principles and practices of labor negotiations.
- Principles and practices of personnel administration and personnel management.
- Operation of a public school district.
- Principles, practices, and techniques of contract writing.
- Basic contract law and administration.
- Provisions of California Education Code governing employees in school districts.
- Practices and techniques of employee complaint dispute investigations and resolutions.

**ABILITY TO:**

- Maintain complete and accurate records and statistics and to develop meaningful reports from that information
- Interpret educational policies and procedures
- Effectively express ideas orally and in writing
- Make oral presentations
- Establish and maintain effective working relationships and to effectively work as part of a team.
- Gather, collate, interpret, and analyze data.
- Work independently with little to no supervision.
- Analyze issues and create and implement action plans.
- Work with diverse individuals and/or groups.
- Problem-solve, maintain confidentiality, set priorities, and meet deadlines and schedules

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Work at a desk, conference table, or in meetings of various configurations
- Circulate for extended periods of time.
- See for purposes of reading laws and codes, rules and policies, and other printed matters.
- Understand speech at normal levels
- Read a variety of materials and computer screens, and prepare/process documents.
- Operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.

- Communicate so others will be able to clearly understand a normal conversation.
- Bend, twist, stoop, and reach.

**WORKING CONDITIONS**

ENVIRONMENT:

Office environment.

Travel to various locations.

HAZARDS:

Exposure to dissatisfied or abusive individuals.