

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION - CLASSIFIED MANAGEMENT DIRECTOR OF HUMAN RESOURCES

Definition

Under general direction of the Superintendent, deals with routine and administrative details related to certificated, classified, management, and confidential personnel. The Director of Human Resources shall be responsible for all activities of the District Human Resources Office. Responsible for recommending, implementing and coordinating policies and programs covering the following: compliance with federal, state and local employment laws and regulations, employee relations and problem solving, job analysis, recruitment and retention, policy development and administration, record keeping and reporting, monitoring and tracking of evaluations.

Example of Duties

- o Provides appropriate advice to the Superintendent in the day-to-day handling of employee related matters including: hiring, coaching and counseling, discipline, evaluations, district policy and employment laws, and separation of employment, in order to maintain a productive work environment and prevent legal actions
- o Provides direction for personnel programs within policies of the Board of Education in accordance with state statutes and regulations.
- o Prepare all personnel reports requiring personnel action at the Board level.
- o Coordinate data and revisions of personnel information and contracts required for collective bargaining contracts, and may assist with District negotiating teams.
- o Develops and maintains a system (electronic and paper) for personnel records for all employees in order to provide comprehensive, efficient, accurate, and current records of all matters relating to employment, transfer, tenure, retirement, leave and promotion.
- o Develops and monitors a master calendar for all personnel matters.
- o Interacts with employees to facilitate effective relations and proactive problem solving
- o Provides support and assistance, with building principals and management staff.
- o Serves as a resource person on personnel procedures, rules and regulations.
- o Maintains an up-to-date application file of prospective candidates for certificated and classified personnel.
- o Develops annual contracts and salary placement for all certificated personnel.
- o Prepares and maintains statistical information on all personnel and submits the necessary federal, state, county and local statistical reports.
- o Establishes annual personnel directory, seniority lists, staffing lists, and other personnel information as requested.
- o Works with staff to develop and prepare position descriptions for all existing and new staff positions.
- o Maintains accurate records for District-wide staffing.
- o Works cooperatively with business office personnel for salary and budget preparations.
- o Coordinates recruitment and hiring programs for all district employees.
- o Coordinates evaluation process for District employees.
- o Coordinates and supervises District substitute program and clerk.
- o Prepares and distributes materials for personnel openings in the District.
- o Processes all employment applications and related materials for recruitment and selection process.
- o Coordinates District personnel testing program for appropriate employees.
- o Serves as District credential technician for certificated staff.
- o Composes correspondence on own initiative regarding personnel matters.
- o Types reports, memoranda and other personnel documents.
- o Conducts initial interviews in person or by telephone with District staff, community and job applicants to answer questions as necessary.
- o Serves as Compliance officer for the District's Title IX.
- o Supervises development and revision of procedure manuals regarding human resources service.
Supervises HR support staff
- o Other duties as assigned.

- o Maintains confidentiality of all actions related to personnel and privileged information.

Qualifications

Required: Education and experience equivalent to graduation from an accredited four-year college or university and minimum of five years of professional level experience as a generalist in human resource management including a minimum of two years of experience in a similar role or equivalent combination of education and experience required.

Desired: Masters degree in Human Resources Management or an MBA with Human Resource emphasis helpful; certification as Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PHR) and public education experience desirable.

- o Must possess exceptional written and verbal communication skills.
- o Working knowledge of efficient filing systems, office machines and equipment, including computer hardware and software (word processing, spreadsheet, database, etc.).
- o Learn, interpret and apply school district policies, contracts, state laws and court cases that affect personnel.
- o Initiate, prepare, and compose correspondence independently.
- o Establish and maintain cooperative relationships with administrators, teachers, other employees and the general public; deal effectively with the wide variety of personalities and situations requiring diplomacy and poise.
- o Understand and carry out complex oral and written instructions.
- o Plan, organize and administer human resources programs.
- o Train, supervise and evaluate department staff performance.
- o Explain and enforce policies and regulations.
- o Meet schedules and timelines.
- o Plan, coordinate and complete complex projects.
- o Prepare and deliver written and oral presentations.

Knowledge of:

- o Current management techniques and principles; federal, state and local employment laws; “best practices” human resource management trends.
- o Modern office methods and practices including filing systems, computer systems, telephone techniques and report writing.
- o Basic school district functions, policies, rules and regulations (desirable)
- o Correct English usage, spelling, grammar and punctuation.
- o State Education Code as it relates to certificated and classified personnel (desirable).
- o Credential types and requirements (desirable).
- o Budget preparation and control
- o Principles and practices of management
- o Labor relations and negotiations
- o Planning, organizing and direction of human resources function in a school district.
- o Ability to maintain confidential personal and privileged information.

Minimum Experience

- o Five years of broad, varied and increasingly-responsible professional-level experience in human resources, preferably in public education.

Minimum Education

- o B. A. in Human Relations or related fields.

Physical Requirements:

- o Facility to sit or stand for extended periods of time; hearing and speaking ability to communicate and exchange information; visual ability to observe accuracy of reports and documents; ability to lift and carry up to 30 pounds and physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead.

- o Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.
- o Ability to travel to multiple work sites.

Working Conditions:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, kneeling, pushing/pulling of file drawers, carrying and placing computer equipment, reaching in all directions, and prolonged periods of time working at a computer terminal.

License And Certificates:

- o PHR and/or SPHR desired.
- o Possession of a valid California Driver's license.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Approved by the Board of Education 6/16/05