

JOB TITLE: DIRECTOR OF HUMAN RESOURCES

BASIC FUNCTION

Under direction, of Assistant Superintendent - Personnel, to plan and assist with the District's certificated and classified personnel management programs; to assist with wage and salary administration and employee recruitment and selection, employment, transfer, promotion, layoff, and separation processes; to assist in the planning, organization, and administration of the employee health and welfare benefit programs; to assist in planning and organizing of the employer and employee relations process; and to do other related functions as directed.

ESSENTIAL JOB FUNCTIONS

- Identification, development, and implementation of the goals and objectives of the District personnel management programs and systems including:
- Planning and organizing job notice process. Scheduling and administering applicant examinations to determine applicant merit and fitness.
- Reviewing, monitoring and auditing applicant eligibility lists prior to dissemination.
- Employer and employee relations program, including the conduct of negotiations, and the administration and interpretation of collective bargaining agreements and contract management.
- Planning, organizing, and administering a variety of research and development activities.
- Planning, organizing, implementation and coordinating the employee staff development needs assessment and feasibility planning processes.
- Pupil enrollment projections and pupil housing analyses.
- Preparing the District's Annual Affirmative Action Report.
- Staff recruitment, testing and placement.
- Position control, seniority and layoff procedures.
- The upkeep of the district Personnel Data Base System.
- Substitute Assignment Management System including the recruitment, selection and inservice of substitutes.
- Administration of employee contracts.
- Supervision of health and welfare benefits program.
- Employee evaluation system.

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Knowledge of:

- Principles, trends, methods, strategies, and procedures pertaining to personnel management systems and programs.
- Principles, methods, techniques, and strategies of organizational planning, control, evaluation, and forecasting.
- Modern data management, storage, and retrieval systems.
- Legal mandates, Board of Trustees policies, superintendent regulations, and guidelines concerning personnel management programs.
- Research and development methods, techniques, and strategies, including assessment and evaluation design processes.
- Effective communication and public and human relations strategies, methods, and techniques.
- Principles, methods, techniques, and strategies of staff development and staff training processes.

Ability to:

- Plan, organize, direct, and manage a comprehensive personnel management system.
- Analyze organizational problems, develop alternative solutions, and recommend and make sound and timely decisions.

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- Effectively design, implement, and maintain staff development and training programs.
- Accurately interpret and administer legal mandates, policies, regulations, and negotiated agreements.
- Effectively serve as a resource to employees pertaining to personnel related problems, concerns, and issues.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions with minimal professional direction.
- Establish and maintain effective and cooperative organizational, public, and community relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that will provide the required knowledge and skill is qualifying. Typical ways to obtain the required knowledge and skill are:

Experience:

Five years of experience in a responsible public education administrative or supervisory position, including experience in personnel management, employer and employee relations, or similar fields.

Education:

Completion of a Baccalaureate and M. A. from an accredited college. Personnel Institute completion is beneficial.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid California Motor Vehicle Operator's License.
- California Administrative Credential.

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier.