

SAN DIEGO UNIFIED SCHOOL DISTRICT

DRAFT – pending approval by the Board of Education.

POSITION DESCRIPTION

TITLE:	Chief Human Resources Officer	REPORTS TO:	Superintendent
DEPARTMENT:	Human Resource Services	CLASSIFICATION:	Management
FLSA:	Exempt	SALARY GRADE:	054
REVISED:	August 13, 2013		

BASIC FUNCTION:

Plan, organize, direct, coordinate, and supervise the operations of the Human Resource Services Division; serve as a member of the Superintendent’s Cabinet.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Direct, coordinate, and control the provision of personnel and management services, including certificated personnel, classified personnel, compensation administration, ethics, and leadership development. **E**

Plan and recommend programs, policies, goals and objectives, and priorities for the provision of human resources management and coordinate division activities with other divisions, departments, and staff functions. **E**

Direct the implementation of human resources planning, recruitment, selection, employment, placement, discipline and due process, employee counseling, separation, and other related services and operations. **E**

Provide input and recommendations concerning labor relations programs, including recommending new or revised labor relations policies. **E**

Collaborate with Finance, Legal, Payroll/Benefits, and Labor Relations departments on matters that pertain to personnel. **E**

Develop a strategic vision and direction for the division in alignment with the strategic direction of the district, and be accountable for implementation and accomplishment of results. **E**

Direct the preparation and administration of the division budget and ensure efficient and effective use of fiscal, material, and human resources to accomplish division goals and objectives. **E**

Plan and direct a program of performance evaluation and accountability for all district staff. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities. **E**

Select, train, and evaluate performance of assigned personnel. **E**

Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination equivalent to a master's degree in human resources, business or public administration, or other related field and ten years of progressively responsible experience, including experience in human resources management. Possession of an Administrative Services Credential is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State-of-the-art theories, techniques, and methodologies of personnel and management.
Education Code, Government Code, and Administrative Code related to personnel policies, rules, and regulations.
Federal statutes, orders, and regulations related to personnel practices such as fair employment practices, ADA and FMLA.
Administrative and collective bargaining practices and techniques.
Principles and techniques of budget preparation and control.
Oral and written communication skills.
Principles and practices of administration and supervision.
Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Provide leadership and direction to the Human Resource Services Division.
Analyze problems, make decisions, and be responsible for those decisions.
Communicate effectively, both orally and in writing, with staff and community in a multiethnic educational environment.
Prepare comprehensive narrative and statistical reports.
Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules, and regulations.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Select, train, and evaluate performance of assigned personnel.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.