

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Human Resources Officer	<b>REPORTS TO:</b>	Director, Human Resources
<b>DEPARTMENT:</b>	Human Resources	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>SALARY:</b>	Grade 034
<b>REVISED:</b>	October 8, 2013		

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**BASIC FUNCTION:**

Plan, organize, control and direct a team of specialized human resources staff in one of two functional areas: staffing or support management; develop a mission, goals and achievable and measurable objectives within the overall goals of the Human Resources Division.

**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 principle job elements.)

***E = Essential Functions***

Direct a Staffing Team assigned to a specific group of schools and departments to provide support to managers, supervisors and employees, certificated/classified, for all human resources services and transactions; act as a "single point of contact" to schools and departments in filling vacancies, assisting with evaluations and employee appraisal, solving employee benefits issues, on-boarding new employees, providing direct support for certificated/classified probationary employees, resolving contract and discipline issues at the site or department level and providing other services as required. In addition, may represent the division in the collective bargaining process with employee bargaining units; may be responsible for coordinating the efforts of all functional teams in the division on behalf of the Director of Human Resources as assigned. ***E***

Direct a Support Management Team supporting staffing teams and human resources activities not directly assigned to staffing teams, including certificated/classified recruitment processes, position eligibility lists, salary administration, requests for position reclassification review, information technology systems, staff reductions, processing new employees, interview processes for management and non-management candidates, human resources effectiveness surveys; represent the division in the collective bargaining process with employee bargaining units; responsible for certificated/classified discipline appeals as outlined in district procedures and collective bargaining contracts. ***E***

Consult with and advise district staff and employee organization representatives on policies, procedures, and interpretation of laws, rules, and regulations pertaining to the administration of human resource services. ***E***

Establish and implement policies and procedures to assure consistency in human resources activities and administration. ***E***

Represent the division and the Director of Human Resources in meetings and on committees as assigned. ***E***

Provide technical expertise, information and assistance to the Director of Human Resources

regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Director of Human Resources of unusual trends or problems and recommend appropriate corrective action. *E*

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

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*

Supervise, train, and evaluate the performance of assigned staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience and/or education equivalent to a master's degree in human resources or a related field, and five years of progressively responsible human resources experience in a school district with expertise in one or more of the two functional areas (staffing or support management).

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Certificated and classified employment functions, including recruitment, selection, retention, layoff, non-reelection, evaluation, discipline, EEO investigations, and No Child Left Behind (NCLB) and Williams compliance.

Theories, techniques, and methodologies of compensation and personnel administration, including job classification and test development and validation.

Professional development theory and research.

Executive coaching theories and practice.

Organizational change and transition research theories and practice.

Collective bargaining principles and contract administration.

District educational programs, policies and staffing criteria.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

English reading and writing skills.

**ABILITY TO:**

Provide leadership and direction to assigned functions.

Lead the work of human resource teams effectively.

Establish and implement policies and procedures to assure consistency in human resources activities and administration.

Provide coaching to other managers regarding employee performance.

Develop a mission, goals and achievable and measurable objectives within the overall goals of the division.

Analyze situations accurately and adopt an effective course of action.

Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Supervise, train, and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office setting.

**PHYSICAL ABILITIES:**

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

Issued 04/28/09

Revised 07/12/11

Job Codes: 1519 (certificated)

1619 (classified)

PH