

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, Human Resources	REPORTS TO:	Chief Human Resources Officer
DEPARTMENT:	Human Resources	CLASSIFICATION:	Management
FLSA:	Exempt	SALARY GRADE:	038
ISSUED:	February 25, 2014		

BASIC FUNCTION:

Plan, organize, control and direct the employment, placement, transfer, and reassignment of certificated personnel in accordance with staffing formulas and credential requirements; plan and direct a program of performance evaluation, counseling, and discipline for all district employees.

REPRESENTATIVE DUTIES:

Plan, organize, control, and direct the employment, placement, transfer and reassignment of certificated personnel in accordance with staffing formulas, credential requirements and management and employee preference. *E*

Monitor certificated staff assignments to determine vacant and excess positions according to staffing formulas established by the Finance department; confer with principals and other site administrators to arrange for transfer of over-formula staff to areas of need; monitor the ethnic balance of teaching staff at each school. *E*

Direct the evaluation of credentials, experience, and education of teaching applicants and teachers returning from leaves of absence in relation to job requirements of vacant positions; coordinate selection and placement with principals and program managers. *E*

Direct the process of implementing certificated layoffs and reductions in hours; ensure affected employees are properly reduced or laid off and that accurate and timely communication is issued. *E*

Plan and direct a program of performance evaluation, counseling, and discipline for district employees. *E*

Direct the district's response to claims of harassment. *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 personnel programs. *E*

Meet with recognized employee representatives regarding various issues including grievances, staffing procedures and individual issues; represent the district in contract negotiations and in contract administration committee meetings. *E*

Develop personnel policies, procedures, and contract language related to assigned functions and implement, as appropriate. *E*

Plan, organize, and implement long and short-term programs and activities designed to develop the knowledge and expertise of programs and services as it pertains to human relations. *E*

Select, train, and evaluate the performance of assigned staff; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Provide technical expertise, information, and assistance to the Chief Human Resources Officer regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Chief Human Resources Officer 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 and personnel. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Review existing and pending legislation related to procedural guidelines and the District's certificated staffing practices and recommend origination, modification, or support of legislative measures. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience equivalent to a master's degree in human resources, public administration or a related field and eight years of experience in an administrative position in a large urban school district, including five years in personnel administration. Possession of a valid Administrative Services Credential is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School district employment functions, including recruitment, selection, retention, layoff, non-reelection, evaluation, discipline, DFEH/EEO and harassment investigations, and No Child Left Behind (NCLB) and Williams compliance. Personnel policies, procedures, and principles of supervision and management. Personnel laws, regulations, and collective bargaining agreements. Applicable federal, state, and local laws and the Education Code. Theories, techniques, and methodologies of instruction and school operations. Oral and written communication skills.

ABILITY TO:

Plan, organize and direct certificated and classified employment activities.
Work collaboratively with site administrators and employee representatives to resolve issues.
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.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Demonstrate interpersonal skills using tact, patience, and courtesy.
Select, train and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

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.

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