

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Executive Director, Human Resources	<b>REPORTS TO:</b>	Chief Human Resources Officer
<b>DEPARTMENT:</b>	Human Resources	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	042
<b>ISSUED:</b>	February 25, 2014		

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### **BASIC FUNCTION:**

Plan, organize, manage, and direct the daily operations of assigned functions within the Human Resources Services Division; review, develop, implement, and communicate district-wide policies and procedures to ensure compliance; conduct research, analyze data, and prepare statistical reports to support and implement best practices; plan, direct, coordinate, organize, and implement technology and information management systems.

### **REPRESENTATIVE DUTIES:**

Plan, organize, manage, and direct the daily operations of assigned functions within the Human Resource Services Division to ensure smooth and efficient delivery of high quality services that comply with laws, policies and regulations to meet the needs of the District. *E*

Collaborate with other management staff in the division to provide ongoing review of organizational structure, staffing and division-wide policies and procedures to ensure efficient operations and best practices. *E*

Manage internal operations, including certificated and classified recruitment processes, position eligibility lists, substitute management system, salary administration, position classification, information technology systems, staff reductions, processing new employees, records management and other areas to ensure smooth and efficient delivery of services that comply with laws, policies, and regulations; establish work standards; provide clear, constructive feedback to improve staff effectiveness; coordinate and arrange for appropriate training of staff. *E*

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

Research, recommend, and coordinate strategies to streamline Human Resources processes and procedures to provide timely delivery of high quality services to the District. *E*

Research, plan, recommend, and implement new technology throughout the division to support operational goals; develop and support operational guidelines and procedures for all technology-based systems; develop and maintain human resources applications and electronic forms environment; and serve as a resource and liaison to staff and support personnel on division-wide technology resources. *E*

Assist with the long-range strategic planning of human resources goals and objectives and the development of measures of achievement and effectiveness. *E*

Plan, develop, implement, and administer the division-wide budgeting process; review and approve expenditures to support the division's short-and long-range strategic objectives. *E*

Develop a system to monitor district staff members whose performance has been evaluated as less than effective and track all other evaluations. *E*

Monitor the recruitment process for Administrators Association of San Diego (AASD) members. *E*

Direct the preparation of records, reports, and statistics on new hires, transfers, reassignments, leaves of absences, returns from leaves, separations and family care leaves. *E*

Manage data through coordination of technology to help facilitate the reporting and decision making process; provide for appropriate research and compile accurate reports to ensure the integrity and credibility of the division. *E*

Oversee the human resources information technology and related data entry processes, including maintenance of salary plans. *E*

Plan and direct the classification and salary administration programs, including administration of salary schedules and rules, position analysis and classification, preparation of class descriptions, and compensation surveys. *E*

Direct the district's response to charges filed against the district with the California Department of Fair Employment and Housing and the Equal Employment Opportunity Commission. *E*

Manage the maintenance of personnel files for all employees and ensure that contents of files comply with district procedure, collective bargaining provisions, and legal mandates. *E*

Establish and lead interdepartmental teams to address complex district issues; create and maintain a culture of collaboration and continuous improvement. *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*

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. *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*

Assist with reviewing board policies, administrative regulations, proposed legislation and changes to laws concerning personnel practices and ensure implementation; take appropriate action in order to ensure compliance with existing rules and regulations. *E*

Select, train, and evaluate performance of assigned personnel. *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 related field and eight years of directly related, progressively responsible experience managing human resources functions in a large urban school district, including related information management systems.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Human resources operations functions, including recruitment, selection, layoff, information technology systems, records management, position classification, salary administration and DFEH/EEOC investigations.  
Principles of budget development and administration.  
Computer hardware and applicable software applications.  
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 a variety of human resources functions.  
Research, recommend, and coordinate strategies to streamline human resources processes and procedures.  
Research, plan, recommend, and implement new technology to support operational goals.  
Assist with the strategic planning of human resources goals and objectives and the development of measures of achievement and effectiveness.  
Create and maintain a culture of collaboration and continuous improvement.  
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.

Issued 02/25/14

Job Code 1166

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