

# DIXON UNIFIED SCHOOL DISTRICT

## Job Description

**TITLE:** Executive Director, Human Resources and Employee Relations

**CLASSIFICATION:** Contracted Management

**REPORTS TO:** Superintendent

**SALARY SCHEDULE:** Administrative Management

**WORK YEAR:** 224 Days

**BOARD APPROVAL:** 8/4/16

**BOARD REVISION:** 4/18/19

**PRIMARY FUNCTION:** Provides leadership and is responsible for all aspects of the Human Resources Department including supervision and evaluation of assigned staff, management and oversight of operations, employee relations, policy development and compliance with federal and state laws.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** The Executive Director of Human Resources and Employee Relations is responsible for ensuring that both the schools and the district are staffed with qualified personnel whose professional knowledge and expertise are critical to the success of the district's instructional and operational programs.

**SUPERVISION OVER:** Assigned staff in the Human Resources Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** 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 to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Directs and manages the daily internal operations of the Human Resources Department including supervision and evaluation of assigned staff, communication, technology, records, workflow and other areas to ensure efficient delivery of services that comply with policies, regulations and laws.
- Provides direction and consultation to all administrators and supervisors with respect to personnel matters, including in the management of all collectively bargained agreements.
- Manages and directs recruitment and selection activities including the development of effective recruitment strategies designed to meet District employment needs.
- Provides professional development to all District administrators regarding the implementation and use of both the certificated and classified evaluation instruments; discipline procedures; investigative documents and summaries, and employee management systems.
- Makes recommendations to the Superintendent regarding employees including appointments, duties, salaries and other matters affecting their employment and service.
- Maintains and administers personnel records and files. .
- Develops and recommends adoption of all personnel policies.
- Develops, implements and monitors the District's evaluation processes including assisting administrators with the development of performance improvement plans and processes.
- Performs the responsibilities as chief spokesperson for all classified and certificated negotiations processes
- Performs and oversees personnel investigations.

- Ensures compliance with all state and federal laws, rules and regulations relating to personnel matters.
- Directs and oversees the District's leaves of absence and workers compensation programs and ADA processes.
- Manages and coordinates District's Professional Growth programs for certificated and classified employees in conjunction with Educational Services and oversees the planning and of classified professional development activities.
- Manages and directs the District's front office reception activities including coordinating the intradistrict/interdistrict enrollment processes
- Coordinates with Business Services and Educational Services to allocate and monitor appropriate staffing formulas.
- Prepares recommendations and presentations for Board of Education and communicates personnel information requested by staff or Board of Education.
- Performs other duties as assigned by Superintendent

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination of experience and education that could provide the required knowledge and ability would be qualifying. A typical way to obtain the required knowledge and abilities would be:

- Bachelor's degree from an accredited institution or possession of an Administrative Services Credential
- Five (5) years of experience in a responsible public education administrative or supervisory position.
- Prior experience in human resources in California K-12 education preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Must possess a valid California Driver's License, be insurable by the District's carrier, and have the use of a personal vehicle.
- Fingerprint/criminal justice clearance.
- Possession of a negative T.B. test that is no more than four months old and renewable every four years.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

**KNOWLEDGE OF:**

- State and federal laws pertaining to personnel administration and employer-employee relations.
- Principles, trends, methods, strategies and procedures pertaining to personnel management in a K-12 school district environment.
- Labor laws, contract negotiations and management and grievance processing.
- Principles of classification and compensation.
- Legal and equitable recruitment and selection techniques and procedures.
- Research and development methods, techniques and strategies.
- Evaluation practices, methods and design.
- Staffing practices and projections.
- Principles and practices of management, supervision and training.
- Budget development and control.
- Position control systems and practices and its interface with business services.
- Basic mathematical skills.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Computer procedures, software, and applications.

**ABILITY TO\*:**

- Plan, organize, direct and manage a comprehensive personnel management and staff development system.
- Analyze organizational problems, develop alternative solutions and recommend and make sound and timely decisions.
- Communicate effectively, orally and in writing.
- Work collaboratively with employee groups, the public and members of the management team.
- Accurately interpret and apply directives, policies, laws, and negotiated agreements in a variety of settings.
- Use sound judgment and remain objective in all matters that require utmost discretion and sensitivity.
- Supervise, train, and evaluate the performance of assigned personnel.
- Develop schedules and meet deadlines.
- Operate a computer and assigned software.
- Prepare and deliver clear, concise oral and written reports and presentations.
- Analyze data and prepare comprehensive narrative and statistical records and reports.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Establish cooperative working relationships with staff, consultants, committees, community organizations, representatives of federal, state, regional, and city agencies, and the general public.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet district standards of professional conduct as outlined in Board Policy.

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

**WORKING CONDITIONS:**

WORK ENVIRONMENT: District office; in vehicle traveling to job assignments; outdoor environment on school sites in variable weather conditions.

**PHYSICAL ACTIVITY REQUIREMENTS:**

***Work Position (Percentage of Time):***

Standing: 20                      Walking: 20                      Sitting: 60

***Body Movement (Frequency):***

<b><u>None (0)</u></b>	<b><u>Limited (1)</u></b>	<b><u>Occasional (2)</u></b>	<b><u>Frequent (3)</u></b>	<b><u>Very Frequent (4)</u></b>
Lifting (lbs.): 25		Lifting: 1		Bending: 1
Pushing and/or Pulling Loads: 1		Reaching Overhead: 1		Kneeling or Squatting: 1
		Climbing Ladders: 1		Climbing Stairs: 1