

# Sweetwater Union High School District

## DIRECTOR OF HUMAN RESOURCES

### **Purpose Statement**

The job of Director of Human Resources is done for the purpose/s of planning, implementing, directing and maintaining the district's certificated and classified personnel services; directing and maintaining the district's negotiations, labor relations and contract management including processing grievances; serving as a resource to schools, divisions and departments; maintaining staffing to ensure that certificated and classified personnel functions conform to district state and federal requirements; and providing staff assistance to the Assistant Superintendent of Human Resources.

### **Essential Functions**

- Coordinates the recruitment, selection and hiring for the purpose of filling certificated and classified openings with qualified personnel.
- Administers a variety of human resources processes (e.g. recruitment, posting process, interview schedule, substitute placement, summer school staff, etc.) for the purpose of ensuring efficient credentials/qualifications review processing of applicants and employees in addressing position requirements, and complying with legal and/or administrative requirements.
- Manages a range of certificated and classified personnel processes (e.g. screening, interviewing, recommendations for hire, transfers, leaves of absence, resignations, retirements, termination, reclassification, evaluations, testing, grievances, salary placement, FMLA, ADA, EEOC, etc.) for the purpose of ensuring compliance with district, state and/or federal regulations.
- Monitors master schedules for the purpose of ensuring compliance with staffing allocations and District and contract requirements.
- Provides administrative and technical assistance to the Assistant Superintendent of Human Resources for the purpose of assisting with administrative functions.
- Performs personnel administrative functions (e.g. training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Provides direction to other employees, departments, administrators, colleges/universities and the public for the purpose of providing information and assistance concerning District employment, recruitment procedures, labor relations, and related legal requirements.
- Researches information for the purpose of providing additional information and/or recommendations, to address a variety of administrative requirements.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. staffing, conflicts in policies and regulations, college/university requests, community concerns, parental requests, etc.) for the purpose of identifying and resolving relevant issues, directing work, and recommending or implementing a remediation plan.
- Interprets contract language, Education Code, Board Policy and employment regulations for the purpose of ensuring compliance with district, local, state and federal requirements.
- Assists personnel representing district in collective bargaining process for the purpose of supporting negotiation process.
- Oversees the maintenance and storage of a wide variety of personnel records for the purpose of ensuring documentation is available for recruitment, hiring, retaining, assigning and promoting personnel, and ensuring documentation of personnel practices is in compliance with district, state and federal requirements.

- Collaborates with other district personnel for the purpose of implementing and maintaining adequate staffing levels.
- Serves as a resource to new hires for the purpose of providing support to individuals making decisions regarding human resources related activities/processes.
- Maintains a variety of manual and electronic documents, files and records (e.g. background information, vacancy listings, applicant tracking, interview materials, substitute information, etc.) for the purpose of providing accurate information, coordinating services and complying with federal, state, and District regulations
- Prepares a wide variety of materials in written and electronic formats (e.g. reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Participates in meetings (e.g. Board meetings, workshops, seminars, conferences, in-service programs, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.

#### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to review master schedules; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent federal, state and local laws and regulations; budget preparation; business telephone etiquette; and employer-employee relations, collective bargaining process and contract administration.

ABILITY is required to organize a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

##### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is continual opportunity to significantly impact the Organization's services.

##### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

- Master's degree from an accredited college or university with major course work in education, human resources, or related fields.

Experience requirements may be met by:

- Three years of successful professional experience in human resources and/or
- Three years of successful teaching experience, and two years of school administrative experience. Secondary teaching experience is desirable.

**Required Testing**

None Specified

**Certificates Preferred**

California Teaching Credential  
California Administrative Services Credential

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and  
Criminal Justice Fingerprint/Background  
Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.*

*Management Job Description  
Adopted by BOT 3/09/09*