CHICO UNIFIED SCHOOL DISTRICT
DIRECTOR- CLASSIFIED HUMAN RESOURCES

DEFINITION
Under general direction, plan, organize, and administer comprehensive Human Resources program for the District, which includes all human resources transactions and procedures for classified employees; develop/administer the annual budget; propose human resources policies, rules, and procedures and ensure the District human resources programs comply with Commission Rules; research and apply new legislation, coordinate human resources surveys and similar programs; serve as a member of the District negotiating team; serve as secretary and executive officer of the Personnel Commission; and perform related work as required.

CLASS CHARACTERISTICS
Special working conditions apply to this one position class such as the requirement to attend evening meetings and to travel to attend meetings and represent the District and/or Personnel Commission at meetings. The incumbent participates in labor negotiations, which may require extensive evening work. The incumbent is employed by the Personnel Commission; however, he/she also works closely with the Board requiring the establishment of sound organizational relationships within the District management structure. Position is exempt from overtime compensation.

ESSENTIAL DUTIES
- Assures that the employment functions comply with EEO guidelines and the Education Code as well as the District rules and regulations; and researches, develops, and proposes new and revised Human Resources policies and regulations.
- Supervises job analysis for selection and classification purposes and makes recommendations; reviews reclassification requests of classified positions; performs or oversees the performance of audits and position analyses to determine appropriateness of reclassification requests.
- Coordinates and implements the procedures for the administration of human resources policies, rules and regulations, and negotiation proposals.
- Proposes amendments to existing rules to ensure the selection and retention of employees is based on merit.
- Prepares Personnel Commission agenda, meeting minutes, and budget; administers Personnel Commission budget; prepares classified human resources board agenda information and other documentation of human resources actions.
- Maintains and assures proper security and confidentiality of classified employee personnel files and records.
- Monitors non-routine human resources transactions.
- Researches state and federal law, District policy, and commission rules as they relate to District procedures and human resources transactions; and administers human resources rules and regulations.
- Confers with employee groups, employees, and District managers on interpretation of Board policies, regulations and other problems on classified human resources management matters such as promotion, discipline, transfer, layoff, evaluation, and grievance handling as needed.
- Maintains and develops seniority and funding lists; prepares and administers layoff notices and lists.
- Supervises annual salary surveys to determine community practice with respect to classification and salary matters, establishing study design, collecting data, compiling and analyzing data, and formulating recommendations.
- Prepares and presents oral and written reports.
- Serves as a member of the negotiating team; and assists District management in the administration of the classified labor agreement.
- Selects, trains, supervises, and evaluates the performance of technical and clerical staff, recommending appropriate human resources transactions; provides work direction and guidance to assigned employees in the Classified Human Resources Department; approves human resources time and absence records.
- Attends Personnel Commission meetings and works closely with the School Board and management personnel.
- Researches and prepares written responses in matters related to equal employment opportunity complaints and unemployment insurance claims.
- Assures human resources transactions; provides work direction and guidance to assigned employees in the Classified Human Resources Department; approves human resources time and absence records.
- Reviews criminal record sheets of new hires or substitutes.
- Assists in evaluating test instruments as appropriate.
- Performs related work as required.
QUALIFICATIONS

Knowledge of:
- Modern human resources practices and principles, including affirmative action and equal employment opportunity guidelines, and their application to District human resources practices;
- Job analysis, survey techniques, and salary administration;
- Labor relations, unemployment insurance, workers' compensation, state and federal laws and guidelines related to public human resources management and governing human resources administration;
- Basic statistics;
- Basic research techniques and questionnaire design;
- Principles of supervision and management;
- Appropriate safety precautions and procedures;
- Modern human resources policies, procedures, and information sources;
- Provisions of the California State Education Code governing classified employees in the school District;
- Employer/employee relations under collective bargaining, including negotiations of contract, administration of grievance, and unfair labor practices.

Ability to:
- Plan, organize and direct a comprehensive human resources management program;
- Analyze problems, develop sound problem-solving models, and propose logical solutions to problems;
- Gather and analyze data using accepted statistical methods;
- Write policies, regulations, and contract language clearly and concisely;
- Research, evaluate data, and prepare comprehensive, concise reports and recommendations;
- Read, interpret, and administer complex laws, technical and general rules and regulations;
- Develop and present staff development programs;
- Make effective oral presentations;
- Supervise, train, and evaluate personnel;
- Chair meetings, lead discussions, and elicit individual and group cooperation;
- Provide indirect supervision or staff assistance for a complex organization;
- Operate a vehicle observing legal and defensive driving practices;
- Establish and maintain effective relationships with those contacted in the course of work;
- Accept and carry out responsibility for direction, control, and planning.

PHYSICAL DEMANDS
- Work in an office environment; subject to driving a vehicle to conduct work and variable hours;
- Hearing and speaking to exchange information and to make presentations;
- Sitting or standing for extended periods of time;
- Seeing to read, analyze, and review documents.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:
Three to five years of responsible human resources experience including operational and wage & salary analyses, employee/employer relations. Minimum three years supervisory experience. Public sector experience preferred.

Education:
Completion of a Bachelor's Degree with work in human resources administration or a closely related field.

License Requirement
Possession of a valid California Motor Vehicle Operator's License.

PC - 10/25/99
PC Revised – 11/22/99, 10/28/03, 11/22/04