

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 Personnel 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.

EXAMPLES OF IMPORTANT AND 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 Personnel 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 administrators 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.
- Assumes and performs related duties and responsibilities as required including compliance with the District's affirmative action program and the District's agreements as negotiated with recognized employee organizations.
- Reviews criminal record sheets of new hires or substitutes.
- Assists in evaluating test instruments as appropriate.
- Performs related work as required.

JOB RELATED AND ESSENTIAL 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.

Skill to:

- Safely operate a motor vehicle.
- Proficiently type or keyboard at level necessary for successful job performance.

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;
- Establish and maintain effective relationships with those contacted in the course of work;
- Accept and carry out responsibility for direction, control, and planning.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

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 skills would be:

Experience:

- Three (3) to five (5) years of responsible human resources experience including operational and wage & salary analyses, employee/employer relations.
- Minimum three (3) 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.

SPECIAL REQUIREMENTS

Special working conditions apply to this classification such as:

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.
- Employed by the Personnel Commission.
- Attendance at evening meetings.
- Travel to attend meetings.
- Act as Personnel Commission and/or District representative at meetings.
- Participation in labor negotiations, which may require extensive evening work.
- Works closely with the Board of Education requiring the establishment of sound organizational relationships within the District management structure.
- Classification is exempt from overtime compensation.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- 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.