

**CHICO UNIFIED SCHOOL DISTRICT
EXECUTIVE DIRECTOR - HUMAN RESOURCES**

DEFINITION

Under professional direction, to serve as a chief human resource official of the District; to plan, organize, direct, and manage the District human resource department that includes personnel recruitment and selection, personnel record management systems, employee/employer relations, and related personnel management functions, develop/administer the annual department budget, serve as secretary and executive officer of the Personnel Commission, manage District employee/employer relations, research and apply new legislation, and perform other related functions as directed.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Aids in reviewing, analyzing, and evaluating pending legislation, legal mandates, regulations, and guidelines which may affect the District programs, functions, and activities.
- Plans, organizes, coordinates, directs, and manages the operational functions and activities of the personnel management systems, including the allocation of operational resources, operational planning, and determination of operational effectiveness.
- Develops, proposes, coordinates and implements the procedures for the administration of Merit System Rules, and human resource policies, rules and regulations, and negotiation proposals to ensure District compliance.
- Serves as key negotiator in contract negotiations.
- Ensures District compliance with federal and state laws and board policies related to personnel management and employer/employee relations.
- Monitors adherence to collective bargaining agreements by providing direction to administrators and managers in interpreting negotiated employer/employee agreements.
- Advises District administration and California School Employees Association (CSEA) leadership on various personnel issues including but not limited to collective bargaining, labor relations and employee discipline.
- Oversees the District's response to employee discipline and grievances, and manage all levels of the grievance process.
- Manages all functions of the District's Workers Compensation Program.
- 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.
- Reviews Department of Justice (DOJ) reports to determine appropriateness of applicants.
- Serves as custodian of District personnel records.
- Participates in the planning, organization, development, and conduct of personnel orientation, staff development, and in-service training programs.
- Conducts internal investigations.
- Assists subordinates in the conflict resolution and grievance management processes.
- Confers with, advises, and counsels subordinates pertaining to unusual and unforeseen problems, issues, and concerns, and provides leadership and expertise in the determination of alternative problem solutions.
- Reviews, inspects, analyzes, audits, and evaluates the program and performance effectiveness of subordinates.
- Reviews, analyzes, and audits the District employee performance appraisal program, and counsels, advises, and assists management and supervisory personnel in developing programs that aid in employee motivation and in the improvement of employee performance.
- Manages, tracks, and approves leaves of absence.
- Represents the District at unemployment hearings.
- Participates in the planning, organization, and development of the District vision and operational goals and objectives.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, methods, procedures, and trends pertaining to the management of personnel management functions and activities;
- Principles, methods, techniques, and strategies of modern organization, management, and supervision;
- Legal mandates, policies, regulations, and guidelines pertaining to educational fiscal and personnel management processes.
- Principles, methods, techniques, and strategies of employee/employer relations, modern organization, management, and supervision.
- Labor relations, unemployment insurance, workers' compensation, state and federal laws and guidelines related to public human resources management and governing human resources administration.
- Employer/employee relations under collective bargaining, including negotiations of contract, administration of grievance, and unfair labor practices.
- Provisions of the California State Education Code governing school district employees and classified employees in a Merit System district.
- Job analysis, survey techniques, and salary administration.

Skill to:

- Write policies, regulations, and contract language clearly and concisely.
- Read, interpret, and administer complex laws, technical and general rules and regulations.
- Compute basic statistical analyses.
- Conduct and interpret research.
- Communicate effectively in oral and written form.
- Chair meetings, lead discussions, and elicit individual and group cooperation.
- Type or operate a keyboard at a level proficient for successful job performance.
- Safely operate a motor vehicle.

Ability to:

- Effectively and efficiently plan, manage, and direct the District human resource functions and activities.
- Plan, develop, organize, and conduct motivational and team building processes, and train, evaluate, and manage the functions and activities of the personnel service personnel.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain cooperative organizational, public, and community relationships.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

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:

Experience:

- Five (5) years of responsible personnel management experience, including operational and wage and salary analyses, employee/employer relations, and the management of personnel service departments.

Education:

- Completion of a bachelor's degree or higher from an accredited institution, supplemented by training and coursework in human resources or a closely related field.
- Master's degree in human resources or related field preferred.

License 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 work sites and locations, as needed.

SPECIAL REQUIREMENTS

This classification is a cabinet level position and requires:

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.
- Subject matter expertise in educational personnel management.
- Comprehensive educational organization management experience.
- The job knowledge requirements are applied to organizational leadership and in the development of appropriate personnel management practices, policies, goals, and objectives.
- The position is involved in decisions of a highly critical consequence that impact the organization's mission and organizational objectives.
- The position meets regularly with the Board of Education, Personnel Commission, Superintendent, and other policy makers regarding personnel and employer/employee relation matters, including contract negotiations.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Sitting a portion of the workday.
- Walking and standing for extended periods of time.
- Accurate sound perception.
- Near and far vision, depth perception.
- Working with educational materials and objects.
- Providing oral information and direction.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.