
Position:	Director, Human Resources	FLSA:	Exempt
Department/Site:	Human Resources	Salary Grade:	53
Reports to/Evaluated by:	Chief Human Resources Officer	Salary Schedule:	Classified Management

SUMMARY

Plans, manages and coordinates the human resources services for the classified and/or certificated employees of the District.

DISTINGUISHING CAREER FEATURES

This is a management level position that reports to the Chief Human Resources Officer. The position performs work which is complex in nature and is required to solve broadly defined problems of a technical nature. The position requires the incumbent to deal frequently with other departments; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Chief Human Resources Officer and Associate Superintendent, Human Resources and Employee Relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs, coordinates and reviews the work plan for human resource services; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures.
- Participates in the development and implementation of goals, objectives, policies, and priorities for human resources; identifies resource needs; recommends and implements policies and procedures.
- Coordinates the area customer services activities for human resource services including classification and salary administration.
- Identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements.
- Coordinates personnel services with those of other divisions and outside agencies and organizations; provides staff assistance to the Chief Human Resources officer; prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resource administration.
- Coordinates and supervises the daily operation of the Human Resources Department.
- Provides information on human resources policies, rules and regulations; interprets human resource policies and regulations to administrators and employees; represents the District at unemployment

insurance hearings as directed; answers inquiries regarding openings and hiring procedures; coordinates with the Payroll, Benefits, and Budgeting Departments on matters affecting pay or benefits; answers inquiries from colleges and other organizations.

- Coordinates certificated and classified personnel recommendation reports for the Governing Board and initiates follow-up work after Board action.
- Maintains statistical files and charts on salaries and other information for use in preparation of federal and state reports.
- Coordinates the recruitment of classified and certificated personnel.
- Coordinates the Professional Growth program for classified personnel.
- Oversees the technology, human resources information systems, and related data entry processes utilized within the Human Resources Department.
- Manages the reclassification process for classified personnel.
- Coordinates and manages the reasonable assurance, layoff, and reduction processes for classified employees.
- Assists the Chief Human Resources Officer and Associate Superintendent, Human Resources & Employee Relations with routine and advanced personnel matters.
- Works in collaboration with the Chief Human Resources Officer & Associate Superintendent, Human Resources and Employee Relations on resolving legal and confidential personnel issues.
- Oversees the fingerprinting process for district employees and volunteers.
- Performs related duties and responsibilities as required and assigned.

QUALIFICATIONS

Knowledge and Skills: Requires advanced professional knowledge of the principles, practices, and techniques of management education, group process, and organization development. Requires professional specialization in these human resources management areas: succession planning, area customer services, classification, salary administration and labor relations. Requires a basic understanding of human resources information systems (HRIS). Requires advanced human relation skills to establish and maintain effective working relationships with those contacted in the course of work including a variety of District and other government officials, community groups, and the general public.

Abilities: Ability to carry out all of the requirements of the job. Establish cooperative working relationships with staff. Interpret and apply pertinent laws, regulations and policies. Deal effectively with a variety of personalities and situations requiring diplomacy, friendliness, poise and firmness. Analyze situations accurately and adopt an effective course of action. Establish and maintain accurate records.

Physical Abilities: Ability to speak in a clear and convincing manner; ability to hear others; sufficient visual acuity to notice non-verbal actions and read words and letters.

Education and Experience: Requires completion of a Bachelor's degree in human resource administration, psychology, public administration or a closely related field. Four years of progressively responsible technical office experience, preferably in a public personnel setting including one year in a supervisory position and one year of professional human resources work.