



3300 East Palmdale Blvd.
Palmdale, CA 93550
(661) 273-3680

Job Description: Director of Human Resources

Classification:

Exempt Certificated Management

Reports to:

Executive Director/Superintendent

Salary Range:

\$128,001-\$139,871

Essential Duties:

- Serve as advisor to the Superintendent/Executive Director in matters pertaining to personnel management, employer/employee relation problems, issues and concerns.
- Plan, organize, coordinate, direct, review and evaluate The Palmdale Aerospace Academy's (TPAA) personnel functions, programs, services and operations, including classification, compensation, benefits, labor relations, staff development, recruitment, examination, selection, promotion, retention, personnel records management, performance appraisal, discipline and recognition.
- Provide recommendations concerning personnel issues, which impact TPAA operations; communicate with the TPAA Directors, administrators and personnel, school/community groups, government agencies and others concerning personnel programs and services.
- Plan, organize and manage the employment program including recruitment, testing, interviewing and recommending for employment of all full and part-time employees; develop new selection devices and techniques; monitor and improve existing selecting devices to maintain the effectiveness of the selection system; research, develop and prepare test items; assure validity of test items through review by subject matter experts as necessary; assure compliance with federal and state laws regarding testing; administer or supervise the administration of tests.
- Provide advice and assistance to the school administrators concerning selection procedures and hiring processes; monitor procedures to ensure selection and legality; review and authorize questions and criteria to be asked of candidates in application package and during interview to ensure legality of the processes.
- Prepare or approve requisitions to TPAA for open positions, related questions and criteria, job announcement information, recruitment and hiring plan (including allocation of staff and financial resources), and selection devices and techniques; design or approve the designing of recruitment brochures, bulletins and supplemental applications; and determine job fliers, job announcement publicity and outreach.
- Provide constructive feedback to unsuccessful job candidates as requested; respond on behalf of the school to complaints by job applicants, investigate and research background of complaints; serve as the first line of defense in resolving employment hire issues.
- Assure the TPAA employees performance evaluation program is conducted according to established procedures; conduct hearings and investigate disciplinary and other issues,

complaints, problems, conflicts and divergence from established procedures and recommend appropriate corrective or conciliatory action.

- Counsel administrators, managers, supervisors and others on the relevance of federal and state laws affecting assigned functional areas; review proposed personnel actions for conformity with regulations, classification standards or correct personnel practices.
- Assure compliance with relevant state and federal laws, rules, TPAA policies and procedures, and Board directives, maintain current knowledge of new legislation, legal decisions and issues relating to equity within the workplace. Identify local, state and national trends in recruitment and hiring procedures and administration; assist in development of new and revised rules, regulations, policies and procedures.
- Conduct research, special studies and surveys related to assigned functions and prepare and distribute reports as required or appropriate; prepare agendas and materials for Governing Board and other meetings; attend and participate in meetings and conferences as required.
- Select, train, counsel, supervise, evaluate, discipline and compliment the performance of assigned staff.
- Perform related duties as assigned.

Education and Experience:

- Valid California Administrative Credential
- Valid California Teaching Credential
- Master of Arts or higher degree from an accredited college or university
- Minimum of 3 years of experience in Public Education Administration; preferably in Human Resources

Knowledge of:

- Principles and practices of personnel management, functions, programs and services, including classification, compensation, benefits, recruitment, examination, selection, promotion, retention performance appraisal, discipline and recognition.
- Fundamental application of data processing to personnel management.
- State and federal laws, codes and regulations applicable to employment.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Oral and written communications.
- Plan, organize, coordinate, direct, review and evaluate a comprehensive and integrated personnel and labor relations program for certificated and classified personnel, including classification, compensation, benefits, recruitment, examination, selection, promotion, retention, personnel records management, performance appraisal, discipline, and recognition.
- Train, supervise and evaluate assigned staff.
- Establish and maintain effective and cooperative relationships with others.
- Analyze classified personnel operations and devise and recommend appropriate changes in operations, procedures and forms.
- Assure compliance of policies and procedures with applicable statutes and regulations.