

SALINAS UNION HIGH SCHOOL DISTRICT Certificated/Classified Management Job Description DIRECTOR – HUMAN RESOURCES	Initial Date: 2/9/99 Revised: 2/27/2020 Range: 27
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DEFINITION:

Under general administrative direction, assist the Assistant Superintendent of Human Resources in all aspects of coordination, implementation and supervision of the District’s Human Resources Department and its responsibilities. To act on the Assistant Superintendent’s behalf when the Assistant Superintendent directs him/her to and to perform other duties as assigned.

REPORTS TO:

The Assistant Superintendent of Human Resources.

CLASS CHARACTERISTICS:

This position assists the Assistant Superintendent of Human Resources to administer the Human Resources Department and assumes delegated responsibilities for all aspects of the program. An incumbent assists in developing, interpreting, and enforcing regulations that are in agreement with Board of Trustees’ policies as interpreted by the Administration that improve efficiency and support educational effort. Assigned performance responsibilities may encompass a wide range of duties; incumbents may not perform all of the examples listed, depending upon the assignment by the Assistant Superintendent.

PERFORMANCE RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but are not limited to:

1. Identify the essential functions for all jobs, and for maintaining a network with the county schools consortium to ensure consistent identification of essential job functions;
2. Provide research, documentation, preparation, and follow-up of Workers’ Compensation, modified work, and ADA cases;
3. Have a working knowledge of current legislation affecting Workers’ Compensation and ADA;
4. Develop a District process and policy for consistently managing each Workers’ Compensation, modified work and/or ADA case;
5. Develop and provide training and in-service for administrators on legal issues and District procedures for employees affected by Workers’ Compensation, modified work and/or ADA cases;
6. Develop a new employee processing system in keeping with related legal compliance issues;
7. Monitor Human Resource functions affecting employee health and welfare benefits such as the approval/disapproval of sick leave, vacation carryovers, doctor’s verifications, etc.;
8. Coordinate policies and procedures regarding Workers’ Compensation, modified work, and ADA cases with school site and department personnel;
9. Assist with the keeping of proper records and development of employee record storage;
10. Participate as an active member of the Human Resources management team to assess, plan, and implement the District’s goals and objectives;
11. Function as the District Public Relations officer as well as provide public relations training, publications, and coordinate the Celebration of Learning, etc.;

12. Develop and provide District-wide staff development for both classified and certificated employees;
13. Understand and interpret certificated and classified contracts; apply laws, rules, regulations, and policies concerning employee contracts;
14. Research and develop policies based on current and past practices; and apply state and federal legislation to Human Resources' policies;
15. Analyze, assess, and evaluate needs of employees and departments as related to modified work program;
16. Communicate effectively and tactfully in both oral and written form; analyze facts and draw logical conclusions; maintain confidentiality of information;
17. Establish and maintain effective working relationships with those contacted in the performance of required duties.

EMPLOYMENT STANDARDS:

1. Three years' administrative experience at site or District level;
2. Classified or Certificated Negotiation Team experience preferred;
3. Demonstrated professional leadership with community agencies, professional organizations, community or volunteer committees/organizations, and/or with academic or private institutions/businesses.

TERMS OF EMPLOYMENT:

Twelve month work year (222 days). Work year to be defined annually and stated in terms of specified days to be worked. Salary and fringe benefits to be determined in accordance with the Board of Trustees' Policy, "Management Compensation."

PERFORMANCE EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy for evaluation of Administrative Personnel.

Board Approved: