

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION
REVISED

TITLE

Director ~~I, of Human Resources~~ Classified ~~Personnel~~

QUALIFICATIONS

EDUCATION: Required B.A. or B.S. degree in human resources management, public administration, business management, or closely related field of study or equivalent work experience in a closely related field.

Desired B.A. or B.S. degree or higher.

EXPERIENCE: Required Three years of recent job-related experience in responsible public education administrative support or supervisory position, including experience in human resources and personnel services with increasing responsibility. Experience in the supervision and evaluation of staff, employer and employee relations, or similar areas.

ABILITY TO: Plan, organize, coordinate, and supervise operations and activities associated with human resources and personnel functions in a professional and tactful manner; interpret and apply district policies, practices, and procedures; prepare operational reports and make presentations as needed; meet schedules and timelines; establish and maintain cooperative working relationships with the public and district personnel.

PERSONAL
QUALIFICATIONS: Character, personality, and proper social capability to relate and communicate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under general direction and supervision of the Assistant Superintendent, Human Resources, the Director ~~I, of Human Resources~~ Classified ~~Personnel~~ assists in the planning, organization, and monitoring of day to day personnel functions in the Human Resources office; performs a variety of specialized and responsible technical and administrative duties related to the District's comprehensive classified personnel function; interprets, communicates, and applies extensive knowledge of district policies and procedures; trains, supervises, and evaluates the performance of assigned personnel; assists with contract bargaining agreement administration, interpretation, and implementation; provides oversight and guidance related to district statutory leave(s); provides highly complex staff assistance to the Assistant Superintendent, Human Resources; and performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, successful fulfillment of job performance will include completion of the following duties and responsibilities:

1. Assist with the collection and analysis of comparative personnel data, including statistical and compensation surveys and reports.
2. Assist with the identification, development, and implementation of the goals and objectives of the District's personnel management programs and systems.
3. Plan, organize, and implement the District's classified management recruitment program.
4. Assist with the recruitment, screening, and interviewing for classified positions and related staffing tasks.
5. Assist with the administration and interpretation of the collective bargaining agreements; perform union interaction to include informal and formal issue resolution; and serve on the District's negotiation team for the purpose of ensuring the coordination of employee, personnel, and district requirements with contract language.
6. Assist and guide employees, other agencies, and the public with regard to district policies, regulations, and procedures.
7. Confer with administrators and management to plan and coordinate personnel operations and activities, including classified substitute programs.
8. Assist with review and revision of job descriptions and serve as a member of and/or chair the classified position classification committee.
9. Perform investigations, research, and response to personnel complaints arising from grievances; and recommend/perform applicable corrective action as necessary for the purpose of ensuring individual and district rights and integrity.
10. Conduct surveys and studies of personnel salaries and benefits, and research and compile data pertaining
11. to the District's negotiations with collective bargaining groups.
12. Manage and facilitate the orientation program for new classified employees.
13. Manage and facilitate Interactive/ADA meetings for the purpose of obtaining necessary information for making decisions and taking appropriate action.
14. Assist administration and management in the progressive discipline process for classified employees.
15. Provide oversight and expert guidance regarding the District's employee statutory leave process, and monitor annually and make any recommendations regarding employee leaves of absence (i.e. medical, FMLA, personal, contractual).
16. Provide oversight and personnel management of the District's recruitment, examinations and test validation, eligibility list, selection, and retention of Instructional Paraprofessionals.
17. Act as a liaison between the Human Resources division and Risk Management department.
18. Provide oversight to the District's classified substitute employee program.

19. Assist with the development and revision of Board Policies and Administrative Regulations as they relate to the Human Resources division; research, interpret, and review legislation for the purpose of creating and recommending changes to policies and procedures as required; and ensure district compliance with state and district rules, regulations, and requirements.
20. Assist with the preparation of the division budget and related concerns.
21. Manage, supervise, and evaluate assigned staff for the purpose of ensuring efficient departmental operations, including providing training and development, performance evaluations, and decisions on hiring, termination, problem identification, and resolution.
22. Develop, implement, and manage the District's comprehensive classified employee professional development program, which includes identifying classified in-service training needs and recommending training programs for the purpose of increased capability of classified employees.
23. Conduct pre-employment meetings with perspective job candidates.
24. Assist in the implementation of the District's complaint processes including citizen or community complaints related to classified employees, classified employee to employee complaints, discrimination, and harassment.
25. Create, design, manage, and oversee classification and compensation requirements for the purpose of maintaining a sound compensation and classification system for classified personnel.
26. Direct department operations, including the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
27. Maintain physical and electronic documents, files and records, policies, procedures, rules, regulations, and programs for the purpose of ensuring efficient department operation, continuous improvement of employment processes and procedures, and compliance with federal, state, and district rules, regulations, and guidelines.
28. Establish annual goals, objectives, and indicators of job attainment.
29. Provide timely and effective communications regarding incidents and/or situations which might impact the District, its divisions, or its schools.
30. Effectively accomplish other duties assigned by supervisor.

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