

# SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

## Position Description

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<b>TITLE:</b>	Director I, Human Resources	<b>REPORTS TO:</b>	Executive Director, Human Resources
<b>DEPARTMENT:</b>	Human Resources	<b>CLASSIFICATION:</b>	Classified Management
<b>FSLA:</b>	Exempt	<b>WORK YEAR:</b>	225 Days
<b>BOARD APPROVAL:</b>	March 26, 2019	<b>SALARY:</b>	Management Salary Schedule Range A1

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### **SUMMARY DEFINITION:**

Under the administrative direction of the Executive Director, Human Resources, plans, organizes, directs and administers the District's system for classified and/or certificated personnel; directs the activities of assigned support staff who perform a broad range of human resources functions related to classified and/or certificated personnel.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this position, but is intended to accurately reflect the principal job elements.)**

### **E= Essential Functions**

- Plan, organize, direct and administer the personnel system for classified and/or certificated employees. **E**
- Plan, implement, and monitor the District's recruitment, screening, and selection processes for classified and/or certificated employees. **E**
- Develop and oversee implementation of new employee processing, including contracting, salary placement, fringe benefits eligibility, pre-employment training, and initial employment orientation. **E**
- Develop and provide inservice programs for administrative staff regarding state and federal laws pertaining to personnel, contract administration and interpretation, and best practices for employee selection, supervision, evaluation, and discipline. **E**
- Provide technical advice to and assist employees, site administrators, and District administrators in interpreting and applying District policies, Education Code, collective bargaining agreement provisions, and other regulations pertaining to employment. **E**
- Support the development and cultivation of positive employer/employee relations through frequent communication, problem solving, collaboration, and conflict resolution with bargaining unit leadership. **E**
- Plan and oversee initial processing and orientation, training, placement, evaluation and release of substitute personnel. **E**
- Direct the preparation of and maintain accurate records for staffing projections and allocations to ensure consistency with staffing guidelines, formulas, and position control, leaves of absence, transfers, resignations and retirements. **E**
- Develop and maintain current position descriptions for all non-management positions. **E**
- Maintain accurate records of and coordinate the implementation of employee evaluation processes. **E**
- Advise and assist administrators in implementing disciplinary action; recommend disciplinary action and prepare relevant documentation as appropriate. **E**
- Serve as member of the management negotiations team and assist in the planning and preparation of information and materials for negotiations with assigned collective bargaining units. **E**

## Director I, Human Resources

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- Coordinate and arrange workshops and seminars, including supplemental retirement savings options, STRS/PERS systems, and other topics of relevance, interest, and need for employees. **E**
- Direct, facilitate, and/or assist in the completion of personnel reports, analyses, surveys, and special projects. **E**
- Direct the preparation of Board agenda items. **E**
- Support and promote the implementation of the District's vision, strategic plan, priorities, and initiatives. **E**
- Examine and develop departmental procedures; prepare and recommend new and revised policies and procedures to the Executive Director, Assistant Superintendent, and/or Board of Education regarding classified and certificated employees. **E**
- Maintain and cultivate a professional, collaborative and mutually supportive culture among department staff; supervise and evaluate assigned personnel. **E**
- Prepare, distribute, and maintain necessary materials and records for extended school year/summer school employment. **E**
- Maintain personnel files and other employee records in accordance with Board policies and applicable laws. **E**
- Coordinate the assignment of interns and student teachers. **E**
- Attend trainings and inservices to keep abreast of legal requirements in the field of personnel management and administration and best contemporary personnel practices. **E**
- Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

### TRAINING, EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to: Bachelor's degree and three years' experience in progressive, professional-level personnel management and/or educational leadership. K-12 administrative experience, Human Resources certification, and Master's degree are desirable.

### LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver's license
- Completion of ACSA Personnel Academy and/or PHR Certification preferred.

### TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

### KNOWLEDGE AND ABILITIES

The requirements listed below are representative of the knowledge, skills and/or abilities required.

### KNOWLEDGE OF:

- Current principles, practices, and methods of public school district personnel administration.
- School personnel law and school district organization.
- Elements of collective bargaining in the public sector.
- Budgeting, staffing and position control accounting.
- Selection, assignment, transfer, reassignment, demotion, promotion, and due process in personnel administration.

- Use of technology in personnel administration and management.
- Employer/employee relations, contract management and administration, and effective supervision and evaluation practices.

**ABILITY TO:**

- Plan, direct, supervise and participate in the administration of a large personnel operation.
- Review and analyze complex issues, make decisions, explain rationale, and develop and implement strategies and solutions.
- Communicate and collaborate effectively with employees and administrators to coordinate activities, exchange information, and resolve issues and conflicts.
- Maintain open and honest communications in dealing with difficult and sensitive personnel matters.
- Interpret, apply and explain rules, laws, policies and procedures.
- Demonstrate effective skills in organization, time management, and leadership.
- Manage multiple projects and priorities simultaneously.
- Select, direct, supervise and evaluate assigned staff.

**LANGUAGE SKILLS:**

Ability to read, write and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS:**

- Office environment; moderate noise level; frequent interruptions; driving a vehicle to conduct work.

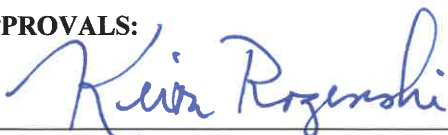
**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store books, materials, files and supplies; lifting light to medium weight objects.

**OTHER QUALIFICATIONS:**

Must successfully pass the District's pre-employment fingerprinting, TB testing, and mandated trainings

**APPROVALS:**



\_\_\_\_\_  
Keith Rogenski  
Assistant Superintendent, Human Resources

3/26/19

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Date



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Rick Schmitt  
Superintendent

3/26/19

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Date