

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Executive Director	REPORTS TO:	Assistant Superintendent
DEPARTMENT:	Human Resources	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	March 12, 2019	SALARY:	Range B; Tier IV Management Salary Schedule

SUMMARY DEFINITION: Under the general supervision and direction of the Assistant Superintendent, Human Resources, provides leadership and management of the daily operations in the Human Resources Department; assists in leading the planning, organizing, assigning, supervising, directing and evaluating the work of all aspects of the Department which includes employee recruitment, selection and evaluation of all District personnel; assists with collective bargaining and contract management with all bargaining units; oversees administration of the health and welfare benefits and Workers' Compensation; and supervises and evaluates personnel administrators.

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

E= Essential Functions

Manages and oversees all day-to-day aspects of the Human Resources Division, including supervision and evaluation of the Director, Classified Personnel and the Director, Certificated Personnel. **E**

Provides direction for all personnel programs within the policies of the Board of Education in accordance with State statutes and regulations. **E**

Assists in leading and coordinating the recruitment, selection, placement, evaluation, promotion and discipline of all District personnel, implementing relevant bargaining unit contracts, State laws and District policies. **E**

Assists with and provides leadership for employee contract management for certificated and classified bargaining units, development of contractual agreements; interpretation and clarification of employee agreements, rules, policies and procedures; development of job descriptions, classification and reclassification considerations; employee grievances; communication with management and bargaining unit employees. **E**

Assists in establishing departmental goals and objectives which are consistent with district policies; provides consultant services on departmental matters; may convene district administrators and staff to discuss district-wide human resources issues; actively promotes and encourages a customer-friendly environment within Human Resources Department to provide customer service to internal and external clients. **E**

Attends conferences and workshops, and reads relevant legal updates and articles to remain current on state statutes and regulations affecting District personnel practices. **E**

Serves as a member of the management negotiations team for all certificated and classified bargaining units. **E**

Assists in the coordination of professional development training programs for district administrators and staff to ensure the maximum effectiveness of employees, including leadership training, supervisory training, labor contract interpretation and application, and new employee training in collaboration with Educational Services; assists in leading professional development plans for ongoing training in areas impacting employees within Human Resources and district orientation programs for new employees in collaboration with Educational Services. **E**

Assists in leading and coordinating the district's discrimination, harassment, employee ADA accommodation, and misconduct investigatory processes; helps ensure resolution of allegations and complaints are timely; helps ensure disciplinary actions are implemented in a fair and consistent manner; helps ensure compliance for background checks and outcome of background checks in accordance with legal mandates. **E**

Ensures ongoing communication with Principals, central office staff, legal staff, labor leaders, other district staff, and the community to strengthen the effectiveness of labor and staff relations, employment services, and reward/recognition system. **E**

Provides direction and assistance for all management personnel regarding personnel matters. **E**

Assists in coordinating collaborative staff and labor relations activities; coordinates and disseminates labor relations information; may assist in resolving disputes and grievances in accordance with district policies/procedures, union contracts and past practices. **E**

Examines and develops personnel procedures and makes recommendations for improvement. **E**

Assists in overseeing the development and maintenance of employee records including personnel files, employee attendance, credentials, criminal background checks, and tuberculosis clearance. **E**

Represents the District in meetings with administrators, professional staff, business leaders, governmental representatives and the public concerning personnel and employee contract management as requested. **E**

In conjunction with the Business Department, assists in assuring accurate and timely position control and budget information on all aspects of certificated and classified staffing. **E**

Effectively communicates with the District sites, offices, the Board of Education and the community. **E**

Performs other responsibilities and 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 equivalent to: Master's degree in Human Resources, educational leadership, public administration or related field; five years increasingly responsible management experience including work in labor relations and negotiations. K-12 Administration or Human Resources certification desirable.

LICENSES AND OTHER REQUIREMENTS: Valid California Driver's License

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, skill and/or ability required.

KNOWLEDGE OF:

Current principles and methods of public school district personnel management.
School personnel law and school district organization.

Relevant State and Federal laws, regulations and procedures.
Staff supervision, staff development and effective management techniques.
Elements of collective bargaining in the public sector.
Budget and position control personnel accounting.
Selection, transfer, reassignment, demotion, promotion, evaluation, and due process in personnel practices.
Use of computerized personnel management information systems.

ABILITY TO:

Manage a large division of an organization.
Demonstrate effective skills in organizational and educational leadership.
Analyze different personnel problems and develop and implement practical solutions.
Plan, organize, and coordinate a variety of projects.
Make use of computers for information and data gathering.
Collect, interpret and analyze complex technical data, as well as identify potential problems and prepare sound recommendations.
Interpret current laws and regulations related to certificated personnel.
Implement effective selection, hiring and evaluation practices.
Establish and maintain effective working relationships with others.
Supervise and evaluate the effectiveness of others.

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 & 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; drive a vehicle to conduct work

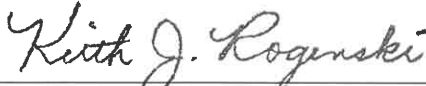
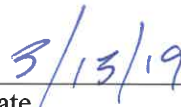
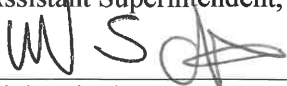

PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view computer monitors; sit or stand for extended period of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

OTHER QUALIFICATIONS:

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

APPROVALS:

	
Keith J. Rogenski Assistant Superintendent, Human Resources	Date
	
Rick Schmitt Superintendent	Date