

ORANGE UNIFIED SCHOOL DISTRICT

DIRECTOR, HUMAN RESOURCES

DEFINITION

Under general direction, assists in planning, organizing, and directing District's comprehensive human resources program, including recruitment, selection, employment, employer-employee relations, and other activities and operations in conformance with law, Board Policy, and the collective bargaining agreements.

ESSENTIAL DUTIES

- Provides administrative leadership in a wide variety of operations and services of Human Resources, including recruitment, selection, hiring, orientation, labor and employment contracts, compensation schedule, job descriptions, reasonable accommodations, etc. in conformity with District policies, relevant laws, contracts and agreements;
- Interprets district policies, practices, and procedures to administrators, teachers, staff, and applicants;
- Directs, supervises, and evaluates assigned Human Resources support staff;
- Supports principals and management/supervisory personnel with employee remediation and progressive discipline processes;
- Serves as a liaison to union leaders to assist in the resolution of employee complaints and concerns in a collaborative setting;
- Supports administrators in the processing of reasonable accommodations;
- Assists principals and management/supervisory personnel in the investigation of work place issues concerning employees, including complaints made by employees;
- Researches a wide variety of information (e.g. current personnel practices, policies, codes, laws, etc.) for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements;
- Participates in and may provide in-service trainings for administrators and managers, as well as employees, pertaining to personnel processes and procedures, contractual requirements, and the like;
- Monitors a variety of processes which may include certificated and classified posting process, interview schedules, substitute placement, certified and classified placements, personnel transfers, new employee orientation, departmental procedures, to ensure efficient processing of applicants and employees in addressing position requirements and complying with licensing, legal and/or administrative requirements;
- Coordinates required employee and applicant trainings;
- Collaborates with other district administrative personnel for the purpose of implementing and/or maintaining services and programs;
- Prepares a wide variety of written materials (e.g. plans, budgets, funding requests, investigative reports, analyses, recommendations, procedures, etc.) in order to document activities and

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issues, meet compliance requirements, make presentations, and/or provide supporting materials for requested actions;

- Recommends personnel policy, procedures and/or actions to meet the goals of the District;
- Performs other responsibilities and duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of personnel administration, in such areas as employee evaluation, recruitment, personnel procedures, and related provisions of laws including the California Education Code;

Effective counseling techniques and human relations principles;

Familiarity with Board Policy and the content of collective bargaining agreements;

Collaborative approach to problem solving.

Ability to:

Establish and maintain cooperative and effective working relationships with others;

Perform in situations requiring specialized knowledge using professionalism, confidentiality and good judgment.

Analyze and resolve critical issues;

Effectively and efficiently supervise, train, and evaluate subordinate personnel;

Research, evaluate, and prepare comprehensive concise reports and recommendations;

Work collaboratively with other departments and school sites;

Understand and apply Education Code, Board Policy, and collective bargaining agreements;

Effectively use oral and written communication methods;

Problem solve effectively.

PHYSICAL DEMANDS

This position classification performs light work that involves sitting a major portion of the time but does require walking and standing for periods of time. This position requires accurate distinguishing of sound, near and far vision, depth perception, working with employment records, and providing and receiving oral information and direction. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the position.

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the job required knowledge and abilities would be:

Education and Experience:

The skills, knowledge, and abilities that would be acquired through graduation from a four-year accredited college or university with background in business administration, personnel administration, or a related field, or that would be acquired through experience with a minimum of five years of increasingly responsible professional public leadership experience, preferably including work in a public school district in California; A minimum of three years' experience in personnel work or the equivalent is required.

License Requirement

Possession of a valid California Motor Vehicle Driver's License.

Condition of Employment

Insurability by the District's liability insurance carrier.