ORANGE UNIFIED SCHOOL DISTRICT

# ASSISTANT DIRECTOR, HUMAN RESOURCES

## DEFINITION

Under the direction of the Assistant Superintendent of Human Resources or Designee, this position performs a variety of complex technical and specialized functions in support of the District's position tracking, documents tracking and processing, database management, position and records management, and other functions.

## DISTINGUISHING CHARACTERISTICS

The Assistant Director reviews and monitors District staffing requests for compliance with authorized budget allocations; manages, maintains and acts as a liaison for the personnel position control system and the human resources department regarding approved positions for recruitment; maintains a coordinated relationship with payroll, benefit, and budget in the development of budget projections; provides accurate analysis and projections for negotiations; assists in the development of policies and procedures relating to the improvement of the position control system. This position serves as the primary data and systems expert for all matters related to workforce structure, providing critical analysis that informs strategic decisions regarding staffing, budgeting, and organizational design.

## ESSENTIAL DUTIES

- Collaborates with district leadership to conduct long-range workforce planning and forecasting, ensuring that staffing allocations align with the district's strategic goals and future needs.
- Performs a wide variety of specialized and responsible Human Resource functions related to employment processing, status changes and separation.
- Coordinates the maintenance of District staffing allocation sheets and dashboards of staffing by site and department.
- Analyzes and models the staffing structures and fiscal impact of proposed departmental reorganizations, consolidations, or new program implementations to provide data-driven recommendations to senior leadership.
- Ensures accurate maintenance of authorized FTE for staffing by site.
- Prepares materials and assists in Classified and Certificated negotiations as related to layoffs, staffing, transfers, and the effects of layoffs.
- Coordinates with the Technology department to update, modify, interface HR modules within the county system.
- Trains personnel staff, site administrators, managers, and other staff as applicable in operating and generating reports.
- Generates reports to verify employees and positions are assigned to the appropriate school site or department in the county system.
- Receives, reviews and processes all requests for new positions, changes in hours/FTE, and changes.
- Reviews and processes status notices in a timely manner; ensures all appropriate approvals are received; notifies schools/departments of approvals.

- Establishes and maintains communication with supervisors, principals, and directors to ensure accuracy of staffing.
- Designs and develops reports to extract data to ensure accuracy of data input and maintenance.
- Creates and maintains all essential master tables, salary schedules, and work calendars.
- Assists in developing staffing formulas for administrative, certificated, and classified staffing levels and analyzing the fiscal impact of implementing such formula.
- Performs related functions as assigned.

## QUALIFICATIONS

### Knowledge of:

- Principles and practices of human resources.
- Principles and methods of research.
- Federal, state, and local laws, codes, and regulations affecting assigned work area.
- Collective Bargaining, Labor Code, Educational Code, and District policies and procedures.
- Principles and practices of position control management.

### Ability to:

- Interpret, apply, explain and reach sound decisions within the scope of authority in accordance with Collective Bargaining, Labor Code, Educational Code, and District policies and procedures.
- Prepare, maintain and submit clear concise reports.
- Organize, set priorities, take initiative and exercise sound independent judgement within the areas of responsibility.
- Operate office equipment, including computers and software applications.
- Communicate clearly and effectively, orally and in writing.
- Deal with sensitive, confidential, and difficult situations.
- Establish and maintain effective working relationships with administrators and staff, school site administrators, teachers and staff, external district representatives and others encountered in the course of work.
- Meet schedules and timelines.
- Be flexible to plan and organize work to perform with changing priorities.
- Make sound, independent decisions with established policy and procedural guidelines.
- Work confidentially with discretion.

## EXPERIENCE AND EDUCATION

### Education:

- Bachelor’s degree from a recognized four-year college or university with a major in business administration, human resources, accounting, finance, public administration or closely related field. Coursework in computer science and computer applications is highly

desirable.

**Experience:**

- At least five years of increasingly responsible experience in performing highly complex technical functions with human resources, position control, and business operation systems ideally in a governmental or school district setting. Experience in application of software programs including Excel and BI.

## WORKING CONDITIONS

**Environment:**

- Office environment

**Physical Abilities:**

- Dexterity of hand and fingers to operate standard office and/or classroom equipment.
- Sitting, standing, walking for extended periods of time
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and to drive a vehicle.
- Carrying, pushing, or lifting and office equipment and supplies.
- Lifting or moving objects, normally not exceeding twenty (20) pounds.
- Bending at the waist, kneeling or crouching.
- Reaching overhead and above shoulders to access materials.
- Walking to and from designated locations.

**Condition of Employment**

- Insurability by the District's liability insurance carrier.