

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: May 21, 2014  
Revised: November 18, 2015  
Revisions: Pending Board Approval  
Salary Schedule: 150 or 250; Row: 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.1

### **JOB TITLE: DIRECTOR OF HUMAN RESOURCES**

**JOB PURPOSE STATEMENT:** Under the direction of the Assistant Superintendent of Human Resources or Chief Human Resources Officer, responsible to assist in the administration and coordination of certificated and classified personnel functions.

### **JOB FUNCTIONS:**

- Assists with the planning, directing and administering all aspects of a comprehensive Human Resources Department and makes recommendations regarding designated programs of the District
- Responsible for maintaining and coordinating an effective recruitment, selection, and testing and performance appraisal program for all categories of employees
- Participates in employer/employee relations and collective bargaining procedures with classified and certificated personnel
- Facilitates the grievance process and communicates with affected employees, including management staff, to resolve grievances according to the negotiated contracts and within the parameters of the Education Code
- Works cooperatively with all levels of management to ensure appropriate staffing within the ratios established for the District and within the established financial parameters of the District's annual adopted budget.
- Assists with the preparation and submits the annual budget requirements for the Human Resources Department to the Business Services Department
- Administers Title IX and the district's affirmative action program.

## JOB TITLE: **DIRECTOR OF HUMAN RESOURCES**

Page 2 of 4

### JOB FUNCTIONS-Continued:

- May communicate, make recommendations and update the District's administrative staff on Board policies, changes in the collective bargaining agreements, and updates on legislation and Education Code
- Assists the Assistant Superintendent of Human Resources/Chief Human Resources Officer in providing counseling assistance to employees within the guidelines of established policies and procedures
- Responsible to ensure that the district's Human Resources staff are informed of mandated policies and procedures
- Facilitates and oversees a variety of district and employee-related investigations
- Monitors employee evaluation procedures for compliance with collective bargaining agreements
- Assists with directing and facilitating the implementation of the employee discipline program according to Education Code and negotiated agreements with employee bargaining units, including the discipline hearings
- Responsible for reclassification studies, salary surveys, and maintenance and updating of job descriptions consistent with the American With Disabilities Act (ADA)
- Assists in overseeing the District's credential program and communicates with certificated employees the necessary information related to credential requirements
- Maintains, monitors and directs the program for assignment/misassignment regarding certificated credentials related to specific assignment, including NCLB and the Williams Act
- Responsible for overseeing related professional development activities with respect to certificated employee induction and orientation program
- Coordinates the District's substitute program, including student teacher and intern components
- Attends appropriate meetings related to school district personnel functions and may serve as the chief representative between the District and the various educational organizations, agencies and institutions in matters related to personnel
- Assists with responses to complaints generated by parents, staff, and the public at large

## JOB TITLE: **DIRECTOR OF HUMAN RESOURCES**

Page 3 of 4

### JOB FUNCTIONS-Continued:

- Assists with establishing a climate in the Human Resources division conducive to appropriate conduct, performance, attitude and job satisfaction.
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Performs other duties as assigned

### PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

### JOB QUALIFICATIONS:

#### Certificated Applicants: Experience/Education:

Master's Degree in Education, Public or Personnel Administration or a related field; Five (5) or more years of successful teaching experience, secondary-level preferred. Three (3) or more years of successful administrative experience as a site principal, secondary-level preferred. Demonstrated expertise in curriculum/instructional leadership  
Demonstrated expertise in personnel supervision and community relations ~~a minimum of three years of increasingly responsible experience in supervising a comprehensive personnel operations or performing the major duties of a personnel operation preferred; a minimum of three years of school administrative experience K-12 preferred; a minimum of three years of teaching experience K-12 preferred;~~ Possession of a valid California Administrative Services Credential and valid California Teaching Credential.

#### Classified Applicants: Experience/Education:

Master's Degree in Human Resources, Organizational Leadership, Public Administration or related field and five years of increasingly responsible experience in administration of public personnel including at least two years supervisory experience.

**JOB TITLE: DIRECTOR OF HUMAN RESOURCES**

Page 4 of 4

Credential and Licenses

- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated or Classified Management Position