

**EXECUTIVE DIRECTOR OF PERSONNEL SERVICES**

**DEFINITION:**

The Executive Director of Personnel Services leads and directs a program of employment, evaluation, and employee relations under the direction of the Assistant Superintendent of Business and Administrative Services.

**EXAMPLES OF DUTIES INCLUDE (but not limited to):**

- Plans and administers the district's recruitment and selection program for all certificated and classified employees.
- Directs and coordinates assignment, promotion, leave, transfer, and retirement of employees.
- Manages the district's evaluation programs.
- Serves as member of district negotiating teams and supports leadership for negotiations with certificated employees.
- Meets with supervisory and management staff to clarify and resolve personnel problems.
- Provides assistance to supervisory and management staff in disciplinary and dismissal action.
- Develops and maintains a system for personnel records for all school employees.
- Prepares drafts of Board policies and administrative regulations related to human resources for the Superintendent's review and action.
- Supervises and evaluates Human Resources office personnel.
- Conducts surveys and studies of personnel salaries and benefits.
- Serves as a member of the District Leadership Team.
- Interprets codes, rules, policies, and contracts related to employment issues.
- Counsels employees on laws and procedures related to credentials and professional growth.
- Attends meetings of the Governing Board as needed.
- Coordinates and administers the State Unemployment Insurance program.
- Serves as the district's CBEDS Coordinator.
- Prepares and administers the department budget and assists in the preparation and administration of the district's budget as it relates to personnel.
- Develops job descriptions.
- Assists in preparing certificated and classified staffing allocations.
- Monitors Position Control reporting to the Superintendent.
- Completes state reports as necessary.
- Serves as Superintendent's designee for employee complaints.
- Manages the district's Affirmative Action Plan.
- Monitors Affordable Care Act with the Assistant Superintendent of Business and Administrative Services.
- Serves as Superintendent's designee in the grievance procedure.

- Administers federal and state compliance programs related to personnel.
- Develops and delivers mandated trainings for all staff.
- Responsible for classified staff professional development.
- Responsible for the recruitment, training, placement, and management of the districtwide substitute teaching program.
- Compiles demographic and personnel data for state reports.
- Coordinates the classified substitute program.
- Oversees the district's mentoring support program for newly hired certificated employees.
- Staffs district home instruction.
- Oversees the Health Services Department and District Nurse.
- Oversees District-wide Workers' Compensation program.
- Coordinates the Peer Assistance Review program.
- Coordinates mentor teacher program.
- Chairs and coordinates the district employee benefits committee.
- Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.

#### QUALIFICATIONS GUIDE

##### Knowledge of:

- Applicable state and federal employment laws; i.e., California Education Code, Title V of California Code of Regulations, Americans with Disabilities Act, Family and Medical Leave Acts, Fair Labor Standards, Equal Employment Opportunity, etc.
- District policies, procedures, objectives and standards.
- Recruitment, selection, and evaluation strategies, practices, techniques and trends.
- Principles, practices, and methods of contract negotiations.
- Principles, practices, methods, and techniques of management and supervision.
- Employer/employee confidentiality principles, practices and techniques.
- Appropriate computer applications.

##### Ability to:

- Provide counseling advice to supervisors and employees to ensure compliance with applicable laws, regulations, and standards.
- Analyze and evaluate information accurately.
- Express ideas clearly when providing oral and written reports and recommendations.
- Provide responsive and informative assistance/advice on a variety of matters affecting the operation of the district.
- Develop and maintain comprehensive personnel procedures.
- Respond with tact, composure, and courtesy when dealing with others.
- Exercise sound, independent judgement within general policy guidelines and legal constraints.
- Persuade, motivate, and influence others.

- Establish and maintain effective working relationships with district employees, association members/negotiators, community members, and other interested parties.
- Assess, interpret, and recommend action as appropriate in a variety of complex situations involving human resource management.
- Work in an environment subject to frequently changing priorities, high stress, and exposure to potentially conflicting situations.

Degrees/credentials/experience

Masters Degree (advanced degree preferred)

California Administrative Credential

Training/certification in Human Resource Management

Five (5) years of full-time educational administrative and supervisory work

Terms of employment: 12 months

4/15/18