

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHIEF HUMAN RESOURCES OFFICER

BASIC FUNCTION:

Under the direction of the Associate Superintendent, give direction to and assume administrative responsibility for the Human Resources Department.

ESSENTIAL FUNCTIONS:

Administer all programs of the Human Resources Department;

Participate as a member of bargaining unit/employee group negotiations and labor relations as assigned by the Associate Superintendent;

Assume responsibility for developing, implementing, and monitoring programs for recruitment, selection and employment of all certificated and classified employees;

Cooperate with all program managers in all personnel actions, assignment, transfer, reassignment, promotion, demotion and dismissal of personnel;

Assume responsibility for the development, administration, and revision of all written policies and procedures affecting the employment status of District personnel;

Be responsible for development, implementation, and monitoring of District personnel evaluation program;

Facilitate complaints and investigations in accordance with District policy and regulations;

Assume responsibility for the development, implementation, and monitoring of mandatory trainings related to employment required by law and/or District policy and regulations;

Maintain complete and accurate records regarding all District personnel;

Maintain and monitor position control program for District authorized positions;

Serve as a member of Superintendent's Cabinet and District Management Team;

Attend all regular meetings of the Board of Education representing the Human Resources Department;

Recommend to the Superintendent all offers of employment in District for personnel below the level of Superintendent's Cabinet;

Administer salary schedules and salary provisions in accordance with District policy and regulations;

Cooperate with other departments and school sites in developing a program of teacher orientation and administrative inservice training for employees of the District;

Maintain a constant and positive relationship with colleges and universities training candidates as teachers and other support personnel;

Prepare and submit periodic reports relative to the operation of the Human Resources Department as requested by the Superintendent;

Develop, maintain, and monitor data processing personnel analysis system;

Evaluate all assigned personnel;

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Education code, administrative and board policy, federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility, and bargaining unit contracts.

Principles and practices of highly effective leadership.

Recruitment, selection and employment of certificated and classified employees.

District personnel evaluation program.

District salary schedules and salary provisions.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Work independently, coordinate multiple activities simultaneously, and work flexible hours.

Prepare and deliver effective presentations to diverse audiences.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, outside agencies, and the public, in a multicultural community.

Exercise effective decision-making and problem-solving.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt a legally sound, effective course of action.

Plan and organize work to meet schedules and timelines.

Supervise and evaluate the performance of assigned staff.

Operate a computer and related software.

Meet state and district standards of professional conduct as outlined in Board Policy.

Exercise judgment and discretion in interpreting and applying policies and procedures.

Address and resolve conflict or disputes amongst employees.

Cope with crisis situations.
Work independently with little direction.
Plan and organize work.
Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: Master's degree (preferably in Education, Human Resources Management, or related field) or Juris Doctorate;
Three or more years of administrative/management experience with progressively increasing responsibility in Human Resources, preferably in a PreK-12 educational system.

LICENSES AND OTHER REQUIREMENTS:

California Teaching Credential preferred.
Administrative Services Credential preferred.
Valid CA Driver's License.

WORKING CONDITIONS:

Office environment.
Driving a vehicle to conduct work.
Must be willing to attend evening/weekend meetings or activities.

BOARD APPROVED: