

DRAFT

MILPITAS UNIFIED SCHOOL DISTRICT

TITLE: EXECUTIVE DIRECTOR, HUMAN RELATIONS

REPORTS TO: ASST. SUPERINTENDENT

DEPARTMENT: Human Relations

CLASSIFICATION: Certificated Management

WORK YEAR: 221 Days

SALARY: Schedule ~~32-1~~ 31-1

BASIC FUNCTION:

In collaboration with the Director of Human Relations, plans, organizes, controls and directs the daily operations of the Human Resources Department. *Works in conjunction with Superintendent to manage employer-employee relations and negotiations, and serves as the district representative in contract negotiations and management.*

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES:

Works in conjunction with Superintendent to perform the following functions and duties:

- Assists in contract negotiations and *serves as district representative* under Board/Superintendent guidelines.
- Assists in contract management under Board/Superintendent guidelines.
- Serves as district representative *and facilitator* on the following committees: Reclassification Committee, Employee of the Year Selection Committee, ~~Cost Containment Committee~~, and Classified Labor Management Committee.

Collaborates with the Director of Human Relations to perform the following functions and duties:

- Plans, organizes, controls and directs the day-to-day operations of the Department of Human Relations in the areas of communication, word processing, file and records management, data entry, work flow monitoring procedures and productivity assessment.
- Assists in providing direction and recommending personnel policies for all management, certificated and classified staff following California laws and district guidelines.
- Determines recruitment and selection procedures and supervise the recruitment and selection process.
- Supervises the maintenance of all personnel records and confidential files.
- Recommends policies and procedures for terminating certificated administrators, teachers and classified employees, including reprimands for poor performance and behavior.
- Authorizes forms directed to payroll for step increases, column transfers, seniority, transfers, promotions, date of starting and other salary related matters.
- Supervises vacation, sick leave, personal leave, sabbatical leave and similar records for all personnel.
- Assists in recommending changes in health and dental insurances, monitors sick leave, vacation and similar benefits for all personnel.
- Makes wage and total compensation surveys for classified, certificated and management personnel/positions.
- Assists with employee/employer relations including employee counseling, employee recognition, employee orientation and employee exit interviews.
- ~~• Coordinates the early retirement program and assigns retirees to various tasks.~~
- Monitors and supervises the substitute teacher procurement program.
- Provides direction and assistance in implementing the certificated and classified procedures manuals.

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES (continued):

Collaborates with the Director of Human Relations to perform the following functions and duties:

- Works closely with the Director of Business Services for budget changes and implications.
- Coordinates with Assistant Superintendent Human Resources to; develop and implement new legislation, develop and update personnel policies and procedures, and update job descriptions.
- May recommend organizational changes, and carry out those changes for staffing and staffing patterns and transfers of personnel.
- Monitors credential records to insure that all certificated staff possess valid teaching and service credentials and serves as resource for teachers regarding credentials.
- Recommends promotional procedures for present personnel for vacant or newly created positions.
- Monitors and directs the maintenance of the physical office, equipment and systems which support the delivery of human relations services.
- Provides a positive evaluation system, which is effective, qualitative and objective for all certificated and classified personnel.
- Composes reports and correspondence covering a wide variety of personnel matters.
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENTRANCE QUALIFICATIONS:

- Proper California Administrative Credential and Masters Degree
- Five (5) years of teaching experience, including three years as a principal, assistant principal, coordinator or similar management experience.
- Demonstrated leadership and organizational abilities.
- Meets district's standards for physical and mental health.
- Appearance, grooming and personality that present a desirable example.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of modern personnel administration.
- Principles of classification and pay administration.
- Computer technology and its application in office automation.
- District organization, operations, policies and objectives.
- Record-keeping techniques.
- Credentialing laws.
- Employer/employee relations/negotiations.
- Interview and selection techniques and methods.
- Budget preparation and control.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of management.

KNOWLEDGE AND ABILITIES (continued):

ABILITY TO:

- Plan, organize, control and direct the functions of human resources/employee/employer relations/negotiations.
- Provide technical information and assistance to others concerning employment policies and personnel transactions.
- Interpret and apply laws, rules and standards.
- Analyze and resolve critical issues with significant organizational impact.
- Work tactfully and effectively with administrators, employees and the public.
- Communicate clearly and effectively both orally and in writing.
- Utilize skills in computers including the use of spreadsheets, databases, word processing, and ~~mainframe access~~ **cloud-based applications**.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and prepare reports.
- Encourage cooperative working relationships and high morale among all employees, and promote a positive climate for all employees throughout the district.

WORKING CONDITIONS:

ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk, or listen. The employee may sit for extended periods of time and must have dexterity of hands and fingers to operate a computer keyboard. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Vision (which may be corrected) to read small print; inside environmental conditions; use personal vehicle in the course of employment; attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings; work evenings or weekends.

LICENSE:

Possess and maintain a valid California driver's license.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.