

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: February 19, 2014  
Salary Schedule: 259; Row 1

<p>Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.</p>
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### **JOB TITLE: EXECUTIVE DIRECTOR OF HUMAN RESOURCES**

**JOB PURPOSE STATEMENT:** Under the direction of the Superintendent or designee, is responsible to assist in the administration and coordination of all personnel functions for certificated, classified, substitute and management employees.

### **JOB FUNCTIONS:**

- Assists with the planning, directing and administering all aspects of classified and certificated personnel and customer relations and makes recommendations regarding designated programs of the District
- Responsible for maintaining and coordinating an effective recruitment, selection, and testing and performance appraisal program
- Participates in employer/employee relations and collective bargaining procedures and may serve as lead negotiator when needed.
- 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
- Responsible for maintaining and coordinating the employee leave program for all district employees in accordance with applicable laws and regulations
- Maintains current knowledge of state laws, court decisions and other litigation relevant to all areas of human resources and employee relations; attends legal seminars, professional development training and professional organization meetings as needed
- Maintains an effective working relationship with district legal counsel
- Assists with the preparation and submission of the department's annual budget requirements to the business services department

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

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### **JOB FUNCTIONS – continued**

- Effectively 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
- Provides 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
- 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 conducting reclassification studies, salary surveys, and maintenance and updating of job descriptions consistent with the Americans With Disabilities Act (ADA)
- Responsible for overseeing related professional development activities
- Assists with the recruitment, hiring and retention of qualified Substitutes
- Attends appropriate meetings related to school district personnel functions and may serve as the representative between the District and the various educational organizations, agencies and institutions in matters related to personnel
- Responsible for establishing and maintaining a comprehensive customer relations program, with an emphasis on outstanding customer service, for all staff
- Serves as a member of the Superintendent's Cabinet
- Attends Board meetings and prepares such reports for the Board as the Superintendent may request
- Responsible for creating and maintaining a comprehensive employee morale program
- Assists with responses to complaints generated by parents, staff, and the public at large
- Responsible for the development and implementation of an effective employee recognition program
- 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 and applicants

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

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JOB FUNCTIONS – continued

- 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
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- 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:

Education:

- Bachelor's degree from an accredited college/university in Business Administration, Public Administration, Human Resources Management or other related field, Master's Degree preferred

Experience:

- Four (4) years of experience in public school administration, two (2) of which are directly related to human resources administration.

Licenses, Certifications, Bonding, and/or Testing:

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

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

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EMPLOYMENT STATUS:

- Classified Management Position