

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

POSITION

Director of Human Resources

BRIEF DESCRIPTION OF POSITION

The Director of Human Resources, under supervision of the Superintendent, serves as the District's chief human resources officer; plans, organizes, directs and administers the employee recruitment and selection, employment, transfer, promotion, layoff, and separation processes; aids in the planning, development, implementation, and maintenance of human resources operational policies, regulations, and guidelines; plans, directs, and administers the district employer/employee relations process.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

- Articulate a vision for the Human Resources department; craft and support the vision with short and long-term plans; influence establish, and sustain a department culture conducive to continuous improvement and service to staff.
- Serves as the advisor to the Superintendent and staff pertaining to human resources management, employer/employee relations, problems, issues, and concerns.
- Supervise, mentor, and evaluate Human Resources staff; provide ongoing staff development and training for department staff.
- Oversee all Human Resources and Professional Development database systems to ensure systems are functioning, providing accurate/timely information and performing the intended service.
- Plan the district's staffing in each location, in cooperation with administrators and managers to assure the best use of the district's fiscal and human resources as well as to meet the needs and goals of the building and district.
- Provide counseling, as needed, to certificated and classified employees to resolve complaints and other matters relating to personnel management.
- Serve as a liaison to labor organizations in analyzing problems and in developing alternative solutions.
- Develop and maintain a productive working relationship with collective bargaining groups to assure good employee relationships.
- Direct the management of the district's collective bargaining agreements, including negotiations, evaluation, processing grievances, and supporting administrators in managing the collective bargaining agreements for all employees.
- Direct contract negotiations with certificated bargaining units to arrive at a mutually satisfactory agreement including, but not limited to, wages, hours, working conditions, and contract language of employees represented by the bargaining units.

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- Oversee all compliance issues including, but not limited to, Title IX, Section 504, Right to Know, Affirmative Action, Sexual Harassment, etc., supervise the preparation of all necessary state and federal surveys and reports and oversee the development and distribution of all district policy and procedure manuals for the purpose of compliance.
- Serve as the Compliance Officer for Americans with Disabilities Act.
- Oversee the hiring, recruitment, and attrition and ensure all processes meet regulations and law, as well as to promote staff diversity.
- Oversee a system of personnel needs for all school employees in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, tenure, retirement, leaves, promotion, discipline, demotion, etc.
- Oversee the substitute teacher program to ensure adequate personnel are available on a daily basis.
- Design, implement, and lead a systemic wellness program for all employees.
- Seek and attend professional growth to maintain current knowledge of human resources and to maintain up to date on changing laws and regulations.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department and district.

DESIRABLE QUALIFICATIONS

- A valid California Administrative Services Credential
- Minimum three years successful teaching experience
- Minimum three years successful experience as a site principal
- M.A. or Higher
- A valid California Driver's License

An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

Knowledge of:

- Strong understanding of education law, district policies, and requirements related to human resources.
- Effective written and verbal communication skills.
- Problem solving skills.
- Microsoft, Outlook, Excel, Power Point, Google platforms.

Ability to:

- Communicate effectively in large groups and individually, and to facilitate group decisions.
- Maintain a cooperative working relationship with those contacted in course of work.

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- Collaborate with certificate and classified staff of diverse cultural and educational backgrounds.
- Make independent judgments
- Keep and maintain accurate records and to meet deadlines

PHYSICAL ABILITIES

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of lightweight materials (under 40 pounds)
- Requires visual acuity sufficient to recognize people, words, and numbers
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations
- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.

WORK ENVIRONMENT

Work is performed in an office environment with minimal exposure to health and safety considerations, moderate noise levels, and frequent districtwide travel in personal vehicle.

SALARY AND WORK YEAR

The Director of Human Resources will be placed on the Administrative Salary Schedule and will have a work year of 215 days.