

## ORANGE UNIFIED SCHOOL DISTRICT

### **ASSISTANT DIRECTOR, HUMAN RESOURCES**

#### **DEFINITION**

Under general direction of the Assistant Superintendent, Human Resources, to assist in the administration of the District's overall human resources program, including recruitment, selection, training, and employer-employee relations; and to directly assist in carrying out the personnel program for classified employees in conformance with law, Board Policy, and the collective bargaining agreement.

#### **ESSENTIAL DUTIES**

- Assists in the administration of a wide variety of personnel policies, processes, and employment agreements in the areas of recruitment, selection, hiring, orientation, labor and employment contracts, compensation schedule, job descriptions, reasonable accommodations, etc., in order to ensure conformance to District policies, relevant laws, contracts and agreements;
- Provides direct assistance to principals and managers with classified employee remediation and progressive discipline processes;
- Acts as a liaison to union leaders to assist in the resolution of employee complaints and concerns in a collaborative setting;
- Provides direct assistance to administrators in the processing of reasonable accommodations;
- Provides direct assistance in the investigation and resolution of grievances and/or complaints from employees;
- Supports the development and maintenance of performance evaluation systems for employees;
- Participates in and occasionally facilitates meetings and workshops to convey information regarding a wide variety of subjects pertaining to personnel processes and procedures, contractual requirements, and the like;
- Oversees the maintenance of manual and electronic documents, files and records including background information, personnel files, vacancy listings, applicant tracking, and the substitute system;
- Monitors a variety of processes including certificated and classified posting process, interview schedules, substitute placement, certified and classified placements, personnel transfers, new employee orientation, departmental procedures, to ensure efficient processing of applicants and employees in addressing position requirements and complying with licensing, legal and/or administrative requirements;
- Prepares a wide variety of written materials (e.g. plans, budgets, funding requests, investigative reports, analyses, recommendations, procedures, etc.) in order to document activities and issues, meet compliance requirements, make presentations, and/or provide supporting materials for requested actions;
- Recommends policies, procedures and/or actions in order to provide direction for meeting the district's goals and objectives;
- Supervises and evaluates Human Resources support staff;
- Performs other job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of personnel administration, in such areas as employee evaluation, recruitment, credentialing, personnel transactions and procedures, and related provisions of laws including the California Education Code; effective counseling techniques and human relations principles; familiarity with Board Policy and the content of collective bargaining agreements; collaborative approach to problem solving.

### **Ability to:**

Establish and maintain effective working relations with the public, employees, employee organizations, and other school district administrators; organize and assist with the direction of the Human Resources department; supervise and train subordinates; assemble and analyze data and make appropriate recommendations; work collaboratively with other departments and school sites; understand and apply Education Code, Board Policy, and collective bargaining agreements; communicate effectively, orally and in writing; problem solve effectively.

### **PHYSICAL DEMANDS:**

This position classification performs light work that involves sitting a major portion of the time, but does require walking and standing for periods of time. This position requires accurate distinguishing of sound, near and far vision, depth perception, working with employment records and business machines, and providing and receiving oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the position.

### **EXPERIENCE AND EDUCATION**

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the job required knowledge and abilities would be:

Education and Experience: The skills, knowledge, and abilities that would be acquired through graduation from a four-year accredited college or university with background in business administration, personnel administration, or a related field, or that would be acquired through experience with a minimum of five years of increasingly responsible professional public personnel leadership experience, preferably including work in a public school district in California; A minimum of three years' experience in personnel or human resources work or the equivalent is required.

License Requirement: Possession of a valid California Motor Vehicle Driver's License.

Condition of Employment: Insurability by the District's liability insurance carrier.