

DIRECTOR, HUMAN RESOURCES

GENERAL RESPONSIBILITIES

The Director, Human Resources, serves the Superintendent in the area of responsibility within the Human Resources Division.

RESPONSIBILITIES AND DUTIES

The Director, Human Resources, shall:

SUPERVISION GIVEN

1. Supervise and administer a program of recruitment, evaluation, testing, placement, and inservice training for employees;
2. Interview candidates for classified and certificated positions and makes recommendations for employment;
3. Supervise employee performance evaluation, discipline, grievance, salary administration, and new employee orientation programs;
4. Direct and support all District administration in personnel investigations including the preparation and presentation of disciplinary documents;
5. Serve as liaison between District administration and employee labor groups in response to requests for District documentation including negotiation materials, evidence of coverage for programs and events, and in the investigation and disciplinary process of District staff members;
6. Administer all District insurance programs to include property and personal injury liability, employee Health and Welfare benefits, and required Workers' Compensation, and Excess Workers' Compensation coverage for the District'
7. Manage the daily activities relating to staff member or third party provider issues involving the District's health benefits, life insurance, and Workers' Compensation claims;
8. Maintain competitive rates on all District property and personal injury liability, excess Workers' Compensation, and third party claim administration management services for the District;
9. Manage all property or injury claims made against the District. Prepare all acceptance and dismissal of claims filed with the District. Maintain appropriate levels of coverage are maintained for District liability insurance;

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10. Manage all civil litigation filed against the District; including investigating the basis of the claim, collection of documents, statements, and detailed information related to the claim;
11. Represent the District in civil litigation depositions and related court hearings. Prepare and respond on behalf of the District to all FEHA and EEOC complaints and provide testimony at all related hearings as required;
12. Prepare responses and testimony on behalf of the District for all State Unemployment Division hearings and State Labor Commissioner – Department of Industrial Relations appeal hearings;
13. Serve as a liaison for the District with legal counsel, private parties, and liability insurance providers. Obtain all required documentation, facilitate District staff member witnesses including the preparation for testimony, prepare settlement responses and respond to discovery requests related to civil litigation filed against the District;
14. Coordinate and administer the Districtwide safety plan including revision of District plans as needed and coordinate all safety planning at each District site;
15. Monitor and communicate weather and air quality conditions that relate to site safety and outdoor activities for students;
16. Establish and maintain a system for position classification, including the development, updating, and revision of classified job descriptions;
17. Administer District affirmative action, fair employment practices, and equal opportunity programs for classified and certificated personnel and serves as the affirmative action officer for the District;
18. Prepare human resources items for Board of Trustees' agendas;
19. Conduct studies, develops data, and provide technical assistance in contract negotiations and serves as a permanent member of the District negotiating team;
20. Serves as the District representative to classified employee organizations, representatives, or committees as assigned;
21. Develop and maintain District staff members' records and files for data processing and manual systems;
22. Coordinate and administer unemployment insurance reporting and claims processing;
23. Coordinate a program of risk management that includes Workers' Compensation, safety, and liability.
24. Coordinate the employees' health and welfare benefits program.

25. Assist in the development and publication of employee handbooks, brochures, personnel policies, and rules and regulations for District employees;
26. Provide assistance and guidance to management and staff members regarding employee relations matters and personnel-related policies and procedures;
27. Assist in budget preparation regarding classified salaries;
28. Confer with District administration and supervisors and provide technical assistance on interpretation of District rules, regulations, and policies, State Education Code, Federal and State legislation, and collective bargaining contracts;
29. Plan and direct an ongoing program of research on developments and trends related to personnel administration for possible application to the classified and certificated service;
30. Conduct position classification and salary studies and prepares appropriate recommendations; and
31. Supervises the maintenance of classified personnel records and changes of employee status; i.e., transfers, separations.
32. Serve as the District's official Title IX employee compliance officer.
33. Perform other duties as assigned by the Superintendent.