

## ORANGE UNIFIED SCHOOL DISTRICT

### **EXECUTIVE DIRECTOR, HUMAN RESOURCES**

#### **DEFINITION**

To plan, organize and direct personnel programs and projects in Human Resources; plan, organize and manage the development of strategic operational plans for personnel staffing, assignment, transfer, employee record management, and layoff functions and activities; direct, manage and supervise the certificated and classified service human resource operational staff; provide direction and monitor, review and audit the personnel management program and project goals and objectives to ensure compliance with the strategic planning processes; provide human resource information, consultation, training and disseminates documentation and materials concerning personnel management program and project component; plan, organize and coordinate budget development and implement strategies to ensure budgetary compliance; plan, organize and develop operational policies, guidelines and procedures; evaluate the effectiveness of new human programs and projects; coordinate, monitor and review programs and project services to ensure compliance with State and Federal legal mandates, regulations, and guidelines; and perform other related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

Requires specialized subject matter expertise in educational administration and personnel management trends and practices, as well as comprehensive, directly related and progressive, administrative and supervisory experience. Knowledge is applied to the administration and management of the certificated and classified service monetary and human resources within policy guidelines or research and evaluation concepts. Makes decisions and presents recommendations concerning critical personnel management operations. Under administrative direction, makes decisions of critical consequences, impacting the operations of programs and projects, and the development, revision and implementation of policies and operational procedures. Has supervisory responsibility for planning, assigning, reviewing and evaluating the quality and quantity of the work performed by professionals, technical and clerical employees. Meets frequently with management independent service contractors, other policy makers and internal staff for the purpose of planning and directing activities, negotiating contracts, and arriving at alternative solutions to program and project problems, issues and concerns.

#### **ESSENTIAL DUTIES**

- Plan, organize, direct and administer the certificated and classified service human and monetary resources of the Human Resources operational programs and projects to ensure that aims, goals and objectives are accomplished within prescribed priorities, time limitations and funding.
- Plan, organize, and direct the certificated service internal personnel management operations, including the preparation of job announcements, the recruitment, examination, selection, and assignment of certificated teaching and management staff.
- Plan, organize, and direct certificated and classified service personnel management operations, including job offers, assignment, employment processing, transfer, and layoffs.
- Plan, organize, and direct the administration of the certificated and classified personnel classification and compensation plans, compensation placement, and promotional processes in compliance with policies, rules, regulations, and guidelines.

**EXECUTIVE DIRECTOR, HUMAN RESOURCES - Page 2 of 3**

- Provide leadership to the personnel management and human resource staff in the design, development, administration of modern human resource programs and services.
- Plan, coordinate and manage the preparation of Board resolutions regarding certificated and classified service wage and salary administration, diversity, affirmative action, and layoff issues.
- Collaborate in the development and negotiation of certificated and classified service collective bargaining agreements, and administer, monitor and review employee/employer problems, issues and concerns to ensure compliance with contractual agreements.
- Actively participate in the human resources budget development process, and review, monitor, evaluate and approve major project expenditures to ensure compliance with budgetary integrity.
- Confer with professional, technical and clerical staff to outline service programs and strategic plans, delegate areas of responsibility and establish the scope of responsibility of the program and project coordinators.
- Plan, organize, administer and participate in staff development, in-service training programs, and presentations pertaining to human resources and personnel management planning, and service projection and forecasting.
- Review, monitor and audit program and project evaluation data and reports, and take action to modify and revise personnel management operational plans, as necessary to accomplish the human resource mission.
- Plan, organize and develop management reports to communicate personnel management operational milestones and goal and objective result accomplishments.
- Plan, organize and direct research and development activities in the design and implementation of new and innovative human resource programs and projects.
- Manage, direct, supervise and evaluate the performance of the personnel management operational technical, and clerical personnel to ensure compliance with policies, regulation and operational objectives.

**QUALIFICATIONS**

Knowledge of:

Principles, techniques, strategies, goals, and objectives of public education, and human resource and personnel management practices and trends;

Principles, practices, methods, and trends of organization and management of human resources and both certificated and classified service personnel management operational programs and projects; Federal, State and County laws, codes and regulations concerning human resources and personnel management programs;

Evaluation strategies and techniques for determining program and project service, and staff operational effectiveness;

Principles, practices, methods and techniques of budget preparation and fiscal administration;

Techniques in human resources and personnel management research and development functions and activities;

**EXECUTIVE DIRECTOR, HUMAN RESOURCES - Page 3 of 3**

Personnel management principles and practices, including staff development and training, supervision and performance appraisal;  
Human relations and conflict resolution strategies and team building principles and techniques.  
Safe working methods and procedures.

**Ability to:**

Effectively plan, organize and direct diverse human resource and personnel management programs and services;

Analyze, assess, and interpret statistical and programmatic data and apply gained insight into program and project administration and supervision;

Develop, monitor and manage budget development, and prepare fiscally related management reports;

Analyze complex personnel management operational problems and issues, and develop appropriate problem solutions, and make effective decisions;

Effectively negotiate program and project objectives and evaluation criteria, and monitor and audit program and project outcomes in accordance with prescribed procedures, standards and guidelines;

Communicate effectively in oral and written form;

Establish and maintain effective working relationships;

Effectively and efficiently recruit, select, train and evaluate subordinate personnel.

**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:

**Experience:**

Five or more years of comprehensive, directly related and progressive experience, including four years of administrative experience in human resources and personnel management.

**Education:**

Equivalent to a Master of Arts or higher degree in education, personnel administration, or closely related field from an institution of higher learning accredited by one of the accreditation associations.

**Certification Requirement**

Possess and maintain a valid California Supervisory or Administrative credential.

**License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District liability insurance carrier.