

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Administrator, Human Resources/Labor Relations	<b>REPORTS TO:</b>	Associate Superintendent, Human Resources/Labor Relations
<b>DEPARTMENT:</b>	Human Resources/Labor Relations	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-29/Management Salary Schedule

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**(Former Classification: Administrator, Human Resources)**

**BASIC FUNCTION:**

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students; plan, organize and administer the District's human resources programs for an assigned major segment of the District in the areas of recruitment, employment, assignment and terminations for both certificated and classified employees supporting affirmative action goals and the instructional programs and goals of the District; supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve staff effectiveness.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students effectively implement, continue or expand practices proven to raise student achievement and eliminate practices that do not. *E*

Plan and direct a program for recruitment, selection and assignment of the best qualified teachers that demonstrate the ability and desire to educate each child at a high level and other certificated and classified personnel for a specified instructional area and for assigned departments and functions. *E*

Work closely with District division and department heads, program managers, assistant superintendents and principals in projecting enrollments and determining staffing ratios and general staffing allocations to provide all students access to high quality options and a variety of activities. *E*

Manage, develop and implement personnel procedures related to applications, examinations, eligibility, promotion, demotion, transfer, dismissal, resignation, layoff, reemployment, vacation, leave-of-absence, compensation, licensing and certification as applicable for both classified and certificated personnel. *E*

Interpret policies and procedures and union contracts; mediate disputes as necessary to meet the needs of employees, sites and departments. *E*

Participate as a member of the District negotiations team in collective negotiations with representatives of both certificated and classified bargaining units; assist in the development of District collective negotiations contract proposals and responses; act as District spokesperson in collective negotiations with one or more bargaining units as assigned. *E*

Coordinate the grievance procedures and act as liaison with the legal office concerning legal aspects of grievance procedures and processing. *E*

Assist in the development and implementation of the District's Fair and Equal Opportunity in Employment Plan. *E*

Administer the voluntary transfer programs and related programs in accordance with union contracts and ensure that inappropriate assignments are corrected. *E*

Participate in the overall management of the Human Resources function to provide timely delivery of high quality services. *E*

Manage in an effective and timely manner, one or more major personnel functions related to summer school employment, substitute teachers, special education, employee evaluation, contracts, research, personnel handbooks or other as assigned. *E*

Attend or chair a variety of results oriented meetings; represent the District in collaboration/partnerships/task forces with the City, County, human service agencies, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned. *E*

Communicate and collaborate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*

Provide counseling to employees regarding their rights, classification, benefits, requirements, retirement, compensation and other related items. *E*

Supervise and evaluate the performance of assigned staff on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Develop, plan and implement a variety of major special projects affecting District-wide personnel programs and activities. *E*

Visit school sites and classrooms on a regular basis; maintain collaborative relationships and continuing communications with staff, families, students, the community and employee groups. *E*

Value risk taking and innovation; perform courageously and ethically to accomplish stated goals.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: advanced degree with a major in personnel administration, public administration, business administration or a related field and three years management experience including one year in a Human Resources function.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the functions of Human Resources

Labor relations and negotiation practices.

Compensation practices and personnel procedures and practices.

Interview and selection techniques and methods.

Credentialing laws.

Legal procedures and terminology and negotiation processes.

Budget preparation and control.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of supervising, training, and providing work direction.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies, objectives and goals.

**ABILITY TO:**

- Negotiate skillfully in difficult situations and strongly promote compromise to satisfy all parties.
- Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
- Maintain current knowledge of trends in the assigned field.
- Provide technical information and assistance to others concerning employment policies and personnel transactions.
- Manage labor contracts and labor relations.
- Work independently with little direction and many interruptions.
- Prepare comprehensive narrative and statistical reports.
- Analyze situations accurately and adopt an effective courses of action.
- Learn new or updated computer systems/programs to apply to current work.
- Plan, prioritize and organize work to meet schedules and time lines.
- Read, interpret, apply, and ensure compliance with applicable rules, regulations, policies and procedures
- Provide leadership, supervise, train and evaluate the performance of assigned staff.
- Communicate, understand, and follow both oral and written directions effectively.
- Use student achievement data to develop student-centered goals for improving learning and teaching in classrooms to eliminate the achievement gap.
- Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.
- Demonstrate loyalty and high ethical standards.
- Manage change and design an effective system of reporting progress and monitoring results.
- Focus and appropriately allocate resources toward identified goals
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal
- Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruptions.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to monitor various activities and to read various documents; sitting for extended periods of time; reaching overhead, above the shoulders and horizontally or bending at the waist to retrieve and store files.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*