

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Chief, Human Resources/ Labor Relations	REPORTS TO:	Superintendent
DEPARTMENT:	Human Resources/Labor Relations	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	January 7, 2015	SALARY:	Competitive and Negotiable

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, control, and direct the functions of Human Resources and Labor Relations; Build capacity among staff; recruit, prepare, sustain, and challenge all leaders to achieve higher levels of individual performance and effectiveness in leading others; direct and manage the implementation of human resources planning, recruitment, selection, placement, discipline, labor and other related services and operations; collaborate and provide timely support to staff in meeting goals of the District to provide timely delivery of high quality services; connect the intellectual, human and cultural assets of various organizations to the District or provide access to high quality options and a variety of activities; effectively communicate with district leaders to provide constructive feedback to improve their effectiveness as they develop new leadership skills.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 through the effective management of assigned areas; value risk taking and innovation in support of performance improvements throughout the District; hold administrators, teachers, and students accountable for increasing student achievement. *E*

Plan, develop, direct, manage and administer human resources/labor relations policies, practices, procedures and programs including recruitment, selection, classification, assignment, dismissal, discipline transfer, compensation, labor, leaves, performance evaluation and records. *E*

Serve as the Fair and Equal Opportunity in Employment Officer for the District and as liaison to the Fair and Equal Opportunity in Employment Committee. *E*

Serve as the case manager for personnel litigation. *E*

Strategize, develop, implement and direct a variety of innovative support programs, projects and activities related to the overall functioning and management of Human Resources and Labor Relations including professional development and in-service training of management personnel regarding employer-employee relations. *E*

Direct, coordinate and manage the collective bargaining responsibilities with employee bargaining units, interpreting collective bargaining contract language, and educating administrative staff on all aspects of employment related contract compliance; coordinate the processing of grievances and hold appropriate hearings. *E*

Administer the Labor Relations function of the District; serve as chief negotiator; keep the Superintendent and Board of Education informed regarding progress in negotiations. *E*

Serve as a member of the Superintendent's Cabinet to ensure all District actions align with objective and goals; assist and make recommendation to the Superintendent in the determination of resource allocation and

levels of service according to establish policy. *E*

Keep abreast of developments and innovations in the field of education by reading current literature, attending professional association meetings, and by discussing developments and issues of mutual interest with other in the specific assigned field; maintain unit determination under the Public Employment Relations Board (PERB). *E*

Develop and implement strategic vision and direction for the division in alignment with District Core Beliefs and Commitments; provide technical and intellectual expertise regarding assigned functions; formulate and develop policies and procedures. *E*

Direct and maintain an efficient and effective system of data collection and organization; direct preparation and maintenance of a variety of narrative and statistical reports, records and files. *E*

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

Communicate and collaborate with other administrators, District personnel, collective bargaining units and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information; present draft of negotiated proposals to the Superintendent for his review, recommendation and approval. *E*

Plan, develop, implement and monitor a program of performance evaluation and accountability for all district staff including feedback loops that provide information to appropriate individuals. *E*

Direct the preparation and administration of the division budget and ensure efficient and effective use of material, budgets and human resources to accomplish District goals and objectives and to sustain and monitor a financial and human resources plan that ensures the viability of the District. *E*

Supervise and evaluate the performance and provide clear expectations and regularly support professional growth of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff; provide constructive feedback to improve staff effectiveness. *E*

Attend Board meetings; prepare board communication and present agendas and reports to the Board as requested by the Superintendent. *E*

Visit school sites and classrooms on a regular basis. *E*

Perform related duties as assigned by Superintendent or designee.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: advanced degree in personnel, business administration or related field and seven years increasingly responsible management experience including at least five years in a human resources department, with experience in employer-employee relations including negotiations.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the functions of Human Resources.
- Federal, State and District laws, rules and regulations pertaining to employer-employee relations.
- Grievance procedures including arbitration.
- 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.
 Principles and practices of management.
 Oral and written communication skills
 Labor Relations law and employee contracts.
 Current educational principles and practices related to assigned duties.
 Principles and practices of management.
 Interpersonal skills using tact, patience and courtesy.
 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.
 Work with grievance procedures including arbitration.
 Negotiate with a variety of union groups.
 Manage labor contracts and labor relations.
 Demonstrate loyalty and high ethical standards.
 Learn new or updated computer systems/programs to apply to current work.
 Plan and organize work to meet schedules and time lines.
 Read, interpret, apply, and ensure compliance with applicable rules, regulations, policies and procedures.
 Demonstrate loyalty and high ethical standards.
 Provide leadership, train and evaluate the performance of assigned staff.
 Use student achievement data to develop student-centered goals for improving learning and teaching in classrooms to eliminate the achievement gap.
 Manage change and help groups of people make decisions that remain over time.
 Focus and appropriately allocate resources toward identified goals
 Communicate in formal and informal settings a message centered on teaching and learning, student achievement, and resource allocations using effective skills.
 Perform courageously and ethically to accomplish stated goals.
 Assist in sustaining and monitoring the financial viability of the district.
 Communicate, understand, and follow both oral and written directions effectively.
 Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.
 Analyze situations accurately and timely, and adopt or recommend effective courses of action.
 Demonstrate high energy, potential and commitment to meet goals.
 Communicate using patience and courtesy in a manner that reflects positively on the organization.
 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; 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; dexterity to operate a computer and other office equipment; 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