

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

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

BASIC FUNCTIONS:

Accountable for improving student achievement through the effective management of the Human Resources Services Division relating to the recruitment and selection of highly qualified employees; plan, organize, manage, and direct the daily operations of assigned functions within the Human Resources Services Division; review, develop, implement, and communicate district -wide policies and procedures within the area of expertise to ensure compliance; conduct research, analyze data, and prepare statistical reports to support and implement best practices to accomplish stated goals; plan, direct, coordinate, organize, and implement technology products and information management systems for use by Human Resources/Labor Relations and its clients.

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.)

Plan, organize, manage, and direct the daily operations of assigned functions within the Human Resources Services Division to ensure smooth and efficient delivery of high quality services that comply with laws, policies and regulation to meet the needs of the District. *E*

Collaborate with other departmental management to provide ongoing review of organizational structure, staffing and division-wide policies and procedures to ensure efficient operations and best practices; resolve issues and conflicts and exchange information. *E*

Assist with the long-range strategic planning of human resources goals and objectives and the development of measures of achievement and effectiveness. *E*

Research, recommend, coordinate, develop, and write applications to be used with existing or new software programs to streamline Human Resources/Labor Relations processes and procedures to provide timely delivery of high quality services to the District; remain current and knowledgeable on new technology issues; provide staff training and supporting user documents. *E*

Manage internal operations including supervision and evaluation of assigned personnel, communication, technology, records, workflow, and other areas to ensure smooth and efficient delivery of services that comply with laws, policies, and regulations; participate in the selection of personnel; establish work standards; provide clear, constructive feedback to improve staff effectiveness; coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Plan, develop, implement, and administer the department-wide budgeting process to ensure the financial stability of the District; review and approve expenditures to support the department's short-and long-range strategic objectives. *E*

Research, plan, recommend, and implement new technology throughout the division to support operational goals; develop and support operational guidelines and procedures for all technology-based systems; develop and maintain human resources applications and electronic forms environment, and serve as a resource and liaison to site, internal staff and support personnel on department-wide technology resources. *E*

Manage data through coordination of new technology to help facilitate the reporting and decision making process; prepare and present staff reports and other necessary correspondence. *E*

Develop and prepare budgets; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; provide for appropriate research and compile accurate reports to ensure the integrity and credibility of the District. *E*

Assist with reviewing board policies, administrative regulations, proposed legislation and changes to laws concerning personnel practices and ensure implementation within the District; take appropriate action in order to ensure compliance with existing rules and regulations. *E*

Oversee the human resources information technology and related data entry processes utilized within the Human Resources Services Division including security and maintenance of salary tables. *E*

Manage the maintenance of personnel files for all employees and ensure that contents of files comply with district procedure, collective bargaining provisions, and legal mandates. *E*

Develop and conduct ongoing training sessions for assigned staff regarding changes in office policies and legal procedures; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources administration in support of District goals. *E*

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations and others. *E*

Make presentations to the Board regarding plans, projects, needs and other information to ensure appropriate communication. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information systems, human resources, or related field and three years of directly related, progressively responsible experience managing human resources and/or information technology functions; Master's degree preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer hardware systems, mainframes, software applications, and languages utilized by the District.

Budget preparation, laws, regulations, policies, and procedures governing human resources functions.

Methods, practices, and procedures of human resources.

Applicable laws, codes, regulations, policies, and procedures including the Americans With Disabilities Act, Fair Labor Standards Act, Family Medical Leave Act, Due Process, Equal Pay Act, Vietnam Era Adjustment Act, Age Discrimination in Employment Act, Health Insurance Portability Act, Education Code, child abuse reporting requirements, sexual harassment, and other state and federal laws.

Credentialing procedures, requirements, and rules of the Commission on Teacher Credentialing.

Applicable computer language and software product evaluation.

Labor Relations law and employee contracts.

Multimedia applications including but not limited to desktop publishing, inter- and intranet applications, website and forms design.

Management information systems.

Principles and practices of modern personnel administration.

Technical aspect of field of specialty.

Interpersonal skills using tact, patience and courtesy.
Oral and written communications skills.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize, and manage a variety of human resources functions.
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 guidance and recommendations concerning existing computer programs and systems.
Provide leadership, train and evaluate the performance of assigned staff.
Interpret, apply and explain rules, regulations, policies and procedures.
Prepare and maintain statistical reports.
Communicate, understand and follow both oral and written directions.
Learn and use new program languages and operating systems.
Evaluate and prepare reports on new technologies.
Establish and maintain productive working relationships with a diverse range of people.
Work independently and effectively with minimum direction.
Install and operate various computer technologies.
Demonstrate loyalty and high ethical standards.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Plan, prioritize and organize work to meet schedules and time lines.
Analyze and resolve critical issues with significant organizational impact.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Understand the practical and legal aspects of human resources functions.
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 environments, fast paced work; constant interruptions; contact with dissatisfied individual; fast paced work, constant interruptions; extended viewing of computer monitor and extensive use of computer keyboard.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports and view monitors; lifting moderately heavy objects.

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