



EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER

1501 Del Norte Street, West Covina, CA 91790 • (626) 962-5080 • Fax (626) 472-5125

DIRECTOR OF HUMAN RESOURCES

POSITION DESCRIPTION:

The Director of Human Resources is a senior level management position responsible for the supervision and operation of the personnel office and associated staff. The Director assists the Superintendent in all functions related to personnel services. Serves as the advisor to the Superintendent on matters of personnel policies and practices; researches innovative human resources practices in order to enhance the ROP and the goals of the ROP; and understands local, state, and federal laws, rules, California Education Code and guidelines related to public employment. The Director of Human Resources works cooperatively and collaboratively with other members of the management team in the formulation and implementation of ROP policies and long-term educational goals in support of the ROP's mission. Under the direction of the Superintendent, develops, plans, organizes, controls and directs personnel policies and programs affecting employment, labor and employee relations, wage and salary administration, indoctrination and training, placement, employee recognition and employees' services. This 12-month confidential position reports to the Superintendent.

ESSENTIAL FUNCTIONS:

- Commits to honoring the Mission and Vision of East San Gabriel Valley ROP.
- Performs a variety of technical duties and provides assistance to prospective and current classified and certificated personnel.
- Assists in the development and formulation of personnel policies, assists in the leadership for the personnel functions of the ROP.
- Performs investigations and resolves personnel-related issues and concerns with discretion and confidentiality.
- Performs classification and salary studies; analyzes data and makes recommendations to the Superintendent and ROP Board consistent with results; maintains current classification descriptions; reviews, updates, and modifies job descriptions as appropriate for approval.
- Develops and supervises classified and certificated training programs; conducts supervisor's conferences; participates in new employee orientation and indoctrination programs.
- Selects, trains, supervises and evaluates the performance of assigned staff; coordinates and arranges for appropriate training of subordinates.

- Assists in the supervision and administration of programs regarding dismissal, retention, promotion, reassignment and suspension of certificated and classified personnel.
- Research and prepare reports for presentation and Board action; follow-up on direction or action from the Board; prepares Board agenda items.
- Direct the performance evaluation program for classified and certificated personnel.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; develop forms and documents for record-keeping purpose; develop new or revise existing personnel forms, methods and procedures.
- Research, interpret and apply rules, procedures and regulations related to personnel policies and guidelines.
- Communicates with other administrators, personnel representatives and stakeholders to coordinate activities and programs, resolve issues and conflicts; communicates with staff and others regarding proper laws, codes, rules, standards and procedures required in the processing of personnel transactions.
- Provides counseling and assistance to employees on issues related to employment problems, job classifications, compensation and career development.
- Interpret Board policies for managers, supervisors and employees.
- Assists in the development of employee/employer dismissal procedures as it relates to personnel.
- Develops and maintains a variety of information for certificated and classified employees; promotes effective channels of communication with other ROP personnel and the general public in matters relative to human resources.
- Composes letters, reports, and other documentation as directed including legal documentation.
- Represents the ROP in the processing of grievances and hearings.
- Compiles and submits state and federal reports as required.
- Develops and prepares the annual preliminary budget for Human Resources; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
- Provides budgetary information to Business Services regarding all personnel needs.
- Coordinates with Payroll on matters affecting employee pay or benefits.
- Coordinates employee work assignments and reviews work to assure compliance with established standards, requirements and procedures. Assures staff understanding of established requirements.
- Oversees the processing of personnel transactions such as pay, benefit and employment status changes, paid and unpaid leaves, promotions/demotions, transfers, resignations, and enrollment to CalPERS/CalSTRS.
- Disseminates knowledge and assistance to employees, school sites and administration, the community and various vendors regarding health benefits, Workers' Compensation, Leave of Absences, property and liability, safety and disaster preparedness; assures compliance with ROP policies and procedures and governmental regulations to assure benefit needs of the employees are legally and ethically achieved.
- Attends administrative meetings and provides input, advice and direction regarding strategic planning, staffing needs, and various other classified and certificated personnel matters.
- Works closely with Information Technology to coordinate, direct and maintain a computerized personnel information system.
- Develops personnel procedural manuals and creates and updates a variety of personnel forms; maintaining, updating, and distributing employee handbook.
- Implements, plans, organizes, and coordinates testing and selection functions; design and develop oral, written and performance tests.
- Attends and conducts a variety of meetings as assigned; participates on various committees and teams as assigned.
- Designs, creates, and selects employee recruiting materials for the ROP (i.e., promotional products, banners, etc.) in consultation with the Superintendent.
- Coordinates, organizes and attends teacher recruitment fairs.
- Performs other duties as assigned by the Superintendent that support the overall objective of the position.

MINIMUM QUALIFICATIONS:

KNOWLEDGE of principles, practices, and administration of personnel services for public entities; regulations, policies, requirements, and practices for California teaching and service credentials; rules and regulations of FMLA, COBRA, Workers Compensation and Labor Code, HIPAA, FERPA, OSHA safety practices and related sections of the California Education Code; proper business correspondence and communication techniques; advanced research techniques; principles of 21st century office practices, procedures and equipment; appropriate English usage, spelling, grammar and punctuation; accurate record keeping; practices and procedures used in computerized record systems and computer software applications.

SKILLS are required to perform multiple highly complex technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the position to include: operate word processing, spreadsheet, presentation, and database applications; exercise sound judgment in interpreting and applying existing laws, policies and procedures, rules, regulations, and procedures in carrying out assigned duties.

Effective negotiation and conflict resolution skills. Superior customer service and interpersonal skills. Active listening skills, public speaking, strong leadership, analytical thinking and problem-solving skills are a requirement of this position.

ABILITY to manage, motivate and lead the Human Resources department in meeting strategic goals and objectives pertaining to personnel matters and the overall objective of the organization. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined but different processes. Ability is also required to work with a diversity of individuals; work with data of different types and/or purposes; work effectively with frequent interruptions without loss to efficiency; utilize a variety of job-related equipment; ability to effectively communicate orally and in writing, speak and present articulately and persuasively; ability to understand and interpret laws and regulations; ability to seek out available local, state, and federal resources; ability to work independently under organizational guidelines with supervision focused on service and results; and ability to meet the occasional travel requirements of the position. Ability to understand the confidentiality requirements of the position.

EDUCATION, TRAINING, AND EXPERIENCE:

- Bachelor's Degree or higher in human resources management, public administration, business administration or closely related field.
- Five years of human resources experience at an educational institution in which the primary duties involved performing complex technical functions, including recruitment, processing, classification examination and salary administration, providing personnel services for all employees, payroll and/or employee benefits administration.
- Two years of the experience must have been at an administrative level supervising a wide range of duties.
- Demonstrated experience with CTE credential requirements and analysis.
- Possess a valid Administrative Services Credential, if certificated.
- Valid California Driver's License.

PREFERRED QUALIFICATIONS:

- Master's Degree or higher in Human Resources Management or closely related field.
- Experience in human resources administration for a ROP Joint Powers Authority (JPA).
- Certifications pertaining to Human Resources.

WORK ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70 percent sitting, 15 percent walking, and 15 percent standing. The job is performed under minimal temperature variations, a generally hazard-free environment, and in a clean atmosphere.

Employees in this classification work primarily indoors in an office environment. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT:

Schedule D

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Board Approved July 30, 2020