

# LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Executive Director of Human Resources

**CLASSIFICATION:** Livermore Management Association

**REPORTS TO:** Assistant Superintendent or Deputy Superintendent

### **BASIC FUNCTION:**

The Executive Director of Human Resources reports to the Assistant Superintendent or Deputy Superintendent. The Executive Director of Human Resources will support the planning and organization of a comprehensive personnel program, including recruitment, selection, wage and salary administration, employee benefits, employee records, training, and employer-employee relations. The Executive Director of Human Resources will plan, direct, manage a variety of human resource functions for the District's employees.

The Executive Director is required to exercise a high degree of judgment, discretion, and initiative, and must have a wide knowledge of the policies, procedures, and operations of the Department and the District. This position requires special skills in facilitating problem-solving and grievance procedures, and conducting internal investigations. This position may involve the oversight of other management positions.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Manage and coordinate school and District programs for attracting, selecting, and developing personnel appropriate to specific programs, roles, and job needs.
- Administer all employment procedures and policies to conform with the labor law, federal and state statutes, the California Education Code, and Board Policy.
- Coordinate all personnel action, assignment, transfer, reassignment, promotion, demotion, and dismissal of personnel.
- Ensure that all authorized positions are in the position control system.
- Perform complex analytical and technical tasks involving the position control system for budget development.
- Work closely with Fiscal Services to ensure accuracy of position control records.
- Work with site administrators and District staff to determine staffing needs each year.
- Recommend assignment, transfer, layoff, and dismissal of employees.
- Assist in the planning, preparation, and execution of negotiations for certificated and classified bargaining units as directed.
- Oversee the development and maintenance of performance evaluation systems for employees.

- Serve as a liaison to bargaining unit leaders to resolve employee complaints and concerns in a collaborative setting.
- Mediate disputes and conduct pre-disciplinary procedural due process conferences.
- Assist management/supervisory personnel in the progressive discipline process for employees.
- Provide training to principals and District administrators on the interpretations of/adherence to contract language.
- Recommend Board Policy and Administrative Regulations additions and changes; assist in ensuring these changes are communicated to site administrators.
- Support the Superintendent with special projects (one-time, long-term, or ongoing).
- Represent the District at various community meetings, university functions, compliance hearings, and task forces.
- Support the development and implementation of professional growth programs for classified employees.
- Oversee the planning, organizing, and directing of the District's insured and self-insured programs, including budget development, monthly accounting, and preparation of financial reports.
- Interpret and apply bargaining unit contracts, pertinent government codes, and Board Policies as they relate to human resources.
- Prepare reports for the Superintendent, Board of Education, and California Department of Education.
- Prepare information for District budget development.
- Serve as a resource person for information relative to the Education Code, employee agreements, and legal regulations pertinent to personnel practices.
- Attend Board meetings.
- Perform related duties and responsibilities as assigned.

## **SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Must be able to assemble and analyze data, and make appropriate recommendations; communicate effectively verbally and in writing. Establish and maintain cooperative and effective working relationships with those contacted in the course of assigned duties. Must have effective counseling and conflict resolution skills.

**KNOWLEDGE** is required to interpret and apply rules and regulations under federal, state, and local statutes, Education Code, Board Policy and collective bargaining agreements. Must be knowledgeable of laws, rules, codes, and regulations pertaining to risk management, insurance, and compliance. Knowledge of public education, school governance, related state and federal mandates, and case law related to the management of a school district. Contract law and organizational leadership. Current collective bargaining techniques. Legal procedures and terminology utilized in evaluation, supervision, and discipline. Relevant

statutes, case law, government regulations, Board Policies, and negotiated contracts as they relate to the District. Principles, practices, and trends of personnel administration in such areas as employee evaluation, recruitment, credentialing and related provisions of laws including California Education Code. Must have knowledge of general functions of school district human resources, policies, and procedures.

**ABILITY** to work collaboratively with other departments, agencies, and school sites. Must be able to monitor and develop programs or mechanisms to improve organizational efficiency, assess and facilitate staff development. Represent the District in judicial hearings and mediation. Supervise, coordinate, and evaluate the work of others.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** Master’s degree or higher, or equivalent. Valid California Administrative Credential is desirable.

**JOB EXPERIENCE:** Personnel experience in education-related setting or service organization; site level administrative experience as a school principal is preferred. If work history is outside education, a minimum of seven years experience in a related personnel field, including three years at a supervisory or management level, is required.

**EQUIVALENCY:** A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

**REQUIRED TESTING:** Pre-employment Proficiency Test may be required.

**CLEARANCES:** Meet employment requirements as applicable with state, federal, and local laws and Board Policy. Valid California Driver’s license is required.

**TERMS OF EMPLOYMENT:**

- 12 month position - 220 work days
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between the Livermore Management Association and Livermore Valley Joint Unified School District

**SALARY RANGE:** Livermore Management Association Salary Schedule

**FLSA STATUS:** Exempt

**WORK ENVIRONMENT:** The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, occasional stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job performed in a generally clean and healthy environment.

**PHYSICAL DEMANDS:**

	Never	Rarely	Occasional	Frequently	Continuous
Standing			X		
Walking			X		
Sitting				X	
Lifting			X		

Bending			X		
Twisting			X		
With both hands:					
Manipulate small objects				X	
Holding, grasping, turning				X	
Eye/hand coordination					X
Picking, pinching, fingering					X
Hearing with both ears:					
Near					X
Distance to 20 feet					X
Vision:					
Clarity at 20 inches or less					X
Clarity at 20 feet or more					X
See up, down, left and right					X
Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone				X	
Short-term memory recall					X
Long-term memory recall					X
Reading				X	
Writing				X	

***Completion by Human Resources***

<b>Board Approval Date – July 30, 2024</b>
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Organization Needs
<input checked="" type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement
<b>Change Effective date: July 30, 2024</b>