



[www.pgusd.org](http://www.pgusd.org)

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**435 Hillcrest Avenue Pacific Grove, CA 93950**

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April 17, 2023

## NOTICE CLASSIFIED MANAGEMENT VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

### **POSITION: DIRECTOR II, HUMAN RESOURCES**

**Bilingual applicants preferred**

**Definition:** Under general direction of the Superintendent, deals with routine and administrative details related to certificated, classified, management, and confidential personnel. The Director of Human Resources shall be responsible for all activities of the District Human Resources Office. Responsible for recommending, implementing and coordinating policies and programs covering the following: compliance with federal, state and local employment laws and regulations, employee relations and problem solving, job analysis, recruitment and retention, policy development and administration, record keeping and reporting, monitoring and tracking of evaluations. Please see complete job description located on our website [pgusd.org](http://pgusd.org)

### **POSITION**

**CRITERIA:** *The most qualified candidates will meet the job description requirements and the following criteria:*

- Must possess exceptional written and verbal communication skills
- Working knowledge of efficient filing systems, office machines and equipment, including computer hardware and software
- Learn, interpret and apply school district policies, contracts, state laws and court cases that affect personnel
- Initiate, prepare, and compose correspondence independently
- Establish and maintain cooperative relationships with administrators, teachers, other employees and the general public; deal effectively with the wide variety of personalities and situations requiring diplomacy and poise
- Understand and carry out complex oral and written instructions
- Plan, organize and administer human resources programs
- Train, supervise and evaluate department staff performance
- Explain and enforce policies and regulations
- Meet schedules and timelines
- Plan, coordinate and complete complex projects
- Supervises HR support staff
- Prepare and deliver written and oral presentations
- Knowledge of current management techniques and principles; federal, state and local employment laws; "best practices" human resource management trends
- Interacts with employees to facilitate effective relations and proactive problem-solving o Provides support and assistance, with building principals and management staff
- Serves as Compliance officer for the District's Title IX
- Knowledge of State Education Code as it relates to certificated and classified personnel
- Knowledge of credential types and requirements
- Planning, organizing and direction of human resources function in a school district
- Ability to maintain confidential personal and privileged information
- Other duties as assigned

**EFFECTIVE: July 17, 2023**

**REQUIREMENTS:** A degree from an accredited college or university, preferably with a major in Human Relations or a closely related field. Graduate degree(s) preferred. Five years of broad, varied and increasingly-responsible professional-level experience in human resources, preferably in public education. Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments. Ability to travel to multiple work sites Possession of a valid California Driver's license. Professional in Human Resources (PHR) and/or Society for Human Resource Management (SHRM) desired. Valid CPR/First Aid Certification desirable.

**WORK DAYS: 225 work days per year ~ a full time exempt and salaried classified management position**

### **SALARY AND**

**BENEFITS:** 1.0 FTE, Placement according to the PGUSD Management Salary Schedule for the Director II, Human Resources.

**Ranges from \$ 155,971 - \$ 184,544.** Placement is based on experience. Benefits include partially paid health, dental and vision insurance, a cell phone allowance, car allowance and employer paid life insurance policy.

**DEADLINE: May 1, 2023**

**APPLICATION:** Please submit a complete application packet online at [www.edjoin.org](http://www.edjoin.org):

**Pacific Grove Unified School District**  
 Human Resource Department  
 Billie Mankey, Director II, Human Resources  
 435 Hillcrest Avenue  
 Pacific Grove, CA 93950  
 PHONE: 831-646-6507 FAX: 831-646-6527  
 District website: [www.pgusd.org](http://www.pgusd.org)

A complete management application package includes a cover letter, edjoin application, current résumé, copy of College degree(s), copy of transcripts and 3 current (within last year) letters of recommendation.

***District employees need only submit a letter of interest (updated résumé and copy of College degree is recommended)***

**\*\* Incomplete application packets will not move forward\*\***

The Pacific Grove Unified School District does not discriminate against on the basis of sex, sexual orientation, gender, gender identity, gender expression, pregnancy, race, ancestry, national origin, religion, color, mental or physical disability, medical condition, genetic information, marital status, age, and military and veteran status.