

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

<p><i>POSITION TITLE: CHIEF HUMAN RESOURCES OFFICER</i> CLASSIFIED MANAGEMENT</p>

DEFINITION: Under the general direction of the Superintendent, the Chief Human Resources Officer serves as the chief personnel officer of the District to plan, organize and direct a comprehensive personnel program including recruitment, selection, classification, wage and salary administration, employee/employer relations, and administration of insurance and risk management programs. 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. The Chief Human Resources Officer is a member of the District's Management Team and the Superintendent's Cabinet.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- The Chief Human Resources Officer, provides appropriate advice to the Superintendent in the day-to-day handling of employee related matters including: hiring, coaching and counseling, discipline, evaluations, District policy and employment laws, and separation of employment, in order to maintain a productive work environment and prevent legal actions
- Provide direction for personnel programs within policies of the Board of Education in accordance with state statutes and regulations
- Prepare all personnel reports requiring personnel action at the Board level
- Coordinate data and revisions of personnel information and contracts required for collective bargaining agreements
- Develops and maintains a system (electronic and paper) for personnel records for all employees in order to provide comprehensive, efficient, accurate, and current records of all matters relating to employment, transfer, tenure, retirement, leave and promotion
- Develops and monitors a master calendar for all personnel matters
- Review, revise, and update job descriptions; authorize payroll to make step and/or column increases, seniority, and other salary related matters
- Interacts with employees to facilitate effective relations and proactive problem solving
- Provides support and assistance, with building principals and management staff
- Serves as a resource person on personnel procedures, rules and regulations
- Maintains an up-to-date application file of prospective candidates for certificated and classified personnel
- Develops annual contracts and salary placement for all certificated personnel
- Prepares and maintains statistical information on all personnel and submits the necessary federal, state, county and local statistical reports
- Establishes annual personnel directory, seniority lists, staffing lists, and other personnel information as requested
- Serve as chief negotiator of the District with responsibility for the overall negotiation of employee contracts under direction of the Superintendent and Board of Education; develop District proposals and prepare analyses of employee proposals; direct the negotiations process and delegate responsibilities as appropriate; supervise day-to-day implementation and administration of employee contracts; maintain liaison with employee groups and others to promote harmonious working relationships
- In collaboration with Assistant Superintendent of Business Services and the Executive Director of Educational Services, reviews the district's LCAP

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- Conduct wage, compensation, and benefit surveys for all District positions
- Implement, establish and maintain positive relationships with multiple stakeholders
- Maintains accurate records for District-wide staffing
- Work cooperatively with business office personnel for salary and budget preparations
- Coordinate recruitment and hiring programs for all district employees
- Coordinate evaluation process for District employees
- Coordinate and supervises District substitute program and clerk
- Prepare and distribute materials for personnel openings in the District
- Processes all employment applications and related materials for recruitment and selection process
- Coordinate District personnel testing program for appropriate employees
- Serves as District credential technician for certificated staff
- Compose correspondence on own initiative regarding personnel matters
- Types reports, memoranda and other personnel documents
- Conduct initial interviews in person or by telephone with District staff, community and job applicants to answer questions as necessary
- Serves as Compliance Officer for the District, including Title IX process and management
- Supervise development and revision of procedure manuals regarding Human Resources service
- Supervises Human Resources support staff
- Maintains confidentiality of all actions related to personnel and privileged information
- Administrative member of the CSEA Professional Growth Committee
- Other duties as assigned

QUALIFICATIONS , EDUCATION AND EXPERIENCE REQUIRED:

- Education and experience equivalent to graduation from an accredited four-year college or university and
- Minimum of five years of professional level experience as a generalist in human resource management including a minimum of two years of experience in a similar role or equivalent combination of education and experience, preferably in public education, or
- Masters degree in Human Resources Management or an MBA with Human Resources emphasis
- Certification as Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PHR) with public education experience

Knowledge of:

- Current management techniques and principles; federal, state and local employment laws; “best practices” human resource management trends
- Modern office methods and practices including filing systems, computer systems, telephone techniques and report writing
- Basic school district functions, policies, rules and regulations
- Correct English usage, spelling, grammar and punctuation
- State Education Code as it relates to certificated and classified personnel
- Credential types and requirements
- Budget preparation and control
- Principles and practices of management
- Labor relations and negotiations
- Planning, organizing and direction of human resources function in a school district

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Ability to:

- Maintain confidential personal and privileged information
- 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
- Prepare and deliver written and oral presentations

PHYSICAL REQUIREMENTS of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of reading and understanding laws and codes, rules and policies, directives, accuracy of reports and documents and other related matter
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 30 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Work under stressful conditions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, kneeling, pushing/pulling of file drawers, carrying and placing computer equipment, reaching in all directions, and prolonged periods of time working at a computer terminal.

LICENSE AND CERTIFICATES:

- PHR and/or SPHR desired
- Possession of a valid California Driver's license

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Approved by the Board of Education 6/16/05, internal review 2023, revised, retitled and adopted 7/9/2024