

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – ADMINISTRATION**

POSITION: CHIEF HUMAN RESOURCES OFFICER

A. PRIMARY FUNCTION

Under the direction of the Superintendent, perform administrative duties and provide leadership in the operation of the Human Resources Department in such a manner as to enhance the performance and morale of district personnel, promote the overall efficiency of the school system, and ensure that student learning and well-being is the primary focus.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

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

1. General Administration
 - a. Directs, supervises, and evaluates:
 - (1) Confidential Administrative Assistant to the Chief Human Resources Officer
 - (2) Human Resources Specialist
 - (3) Receptionist/Human Resources Clerk
 - (4) Other staff as assigned
 - b. Holds in common with other administrators, with the guidance of the Superintendent, responsibilities for:
 - (1) Board agenda planning
 - (2) Long-range planning
 - (3) Policy and Administrative Regulation development, recommendation, and implementation
 - (4) Budget and finance
 - (5) Evaluation of programs
 - (6) Organizational integrity and climate maintenance
 - (7) Other district programs and/or personnel as assigned by the Superintendent
2. Human Resources
 - a. Directs a program of recruitment, initial screening, selection, employment, orientation, assignment, credential processing, and transfer of certificated, classified, confidential, administrative, coaching, and hourly employees
 - b. Directs and monitors a program of performance evaluation for all employees; provides staff development to management team regarding supervision, evaluation, and personnel management; processes and coordinates all formal employee disciplinary actions in accordance with Education Code requirements, Board policy, and District Collective Bargaining Agreements
 - c. Serves as a member of the district's negotiation team; monitors adherence to all employee collective bargaining agreements; assists in the interpretation and implementation of collective bargaining agreements
 - d. Works to maintain positive employer-employee relations through regular communication and meetings with bargaining group leadership.
 - e. Monitors and coordinates communication among Human Resources and Payroll with respect to position control for all staffing; serves as a resource to Payroll and in resolving staffing issues and concerns

- f. Establishes and maintains a system of central personnel record keeping for all employees; prepares reports as required for state and federal governments
 - g. Directs a program of professional development for classified staff; periodically meets with site classified representatives to plan staff development programs
 - h. Plans, implements, and administers the district's Workers' Compensation program; insures district compliance with state OSHA regulations and other federal, state and local laws
 - i. Oversees the employment benefits program in conjunction with the Chief Business Official; communicates with administrators, personnel, service providers, public agencies, attorneys, insurance companies, and other outside organizations to coordinate activities, resolve issues and conflicts, and exchange information
 - j. Coordinates the Peer Assistance and Review (PAR) and Teacher Induction programs
 - k. Keeps informed of governmental statutes, regulations, and rules related to personnel administration and advises appropriate parties of the provisions of the law
 - l. Develops annual contracts and salary placements for all management, certificated, and classified personnel
 - m. Maintains close contact with all departments and schools in planning and anticipating certificated and classified personnel needs
 - n. Develops job descriptions for new staff positions and coordinates the periodic review and revision of existing job descriptions
 - o. Counsels with employees to resolve complaints, concerns and other matters relative to personnel management and works with supervisors on difficult or sensitive personnel matters
 - p. Manages personnel litigation cases and directs resources in consultation with the Superintendent
 - q. Organizes and implements employee recognition programs
 - r. Oversees the substitute employee program, including selection, training, and evaluation.
 - s. Manages the process for employee separation from the district, including conducting exit interviews
 - t. Assists with the District's Title IX, Affirmative Action, and Uniform Complaint processes
3. Communications
- a. Prepares and disseminates documents and statements regarding matters impacting CUSD employees, including school and work year calendars, and ensures policy and procedural changes are widely communicated to affected stakeholders
 - b. Assists the Board of Education and Superintendent with public outreach initiatives, including the development of School Accountability Report Cards, and with responding to inquiries from the public
 - c. Maintains the Human Resources section of the district website, including developing content for current and prospective employees

C. QUALIFICATIONS

1. Possession of valid California Administrative credential and/or Senior Professional in Human Resources (SPHR) certification
2. Experience in Human Resources, preferably in public education, is required

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, labels and other printed matter and for the safe operation of equipment
2. Ability to hear and understand speech at normal levels in person and/or on the telephone
3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone
4. Ability to operate computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner
5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds, and occasionally up to 50 pounds with assistance
6. Physical mobility sufficient to move about the work environment (office, district, between school sites) for sustained periods of time on hard flooring, stairs, ramps, and to respond to emergency situations
7. Physical agility sufficient to sit, stand, kneel, walk, push/pull, squat, twist, bend, stoop, and to reach in all directions including overhead

E. WORKING CONDITIONS

Office working environment subject to sitting at a desk for long periods of time, bending, crouching or kneeling to access files from ground level to 4.5 feet above the ground, pushing/ pulling of file drawers, reaching in all directions and working at a computer and/or telephone for prolonged periods of time

Membership in the Association of California School Administrators and maintenance of an active cell phone account.

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