

GONZALES UNIFIED SCHOOL DISTRICT
Gonzales, California

Director, Human Resources

CLASSIFICATION: Certificated/Classified Management
SALARY RANGE: Management Salary Schedule
WORK YEAR: 225 Days

DEFINITION

Under the direction of the Superintendent, the Human Resources Director is responsible for planning, organizing, and directing a comprehensive personnel management system for all district employees including but not limited to recruitment, selection, assignment, negotiations, and labor contract administration.

SUPERVISOR

Superintendent of Schools

QUALIFICATION REQUIREMENTS

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLE OF DUTIES

Essential Duties:

- Administers the program of recruitment and selection of all district employees; recommends to the Superintendent all hiring, promotions, transfers, reassignments, dismissals, and other terminations of all non-management employees, and monitors district practices to ensure consistency with affirmative action policies.
- Develops a program including procedures and techniques of selection of personnel for promotion within the district and directs its operation; personally interviews candidates for positions, recommends candidates for appointment, and coordinates new hire orientations and trainings, including those for substitutes.
- Administers the overall functioning of the program of employee performance evaluation; develops the procedures and recommends policies, and advises administrators in their implementation.
- Advises and assists administrators regarding the release, dismissal, or other appropriate action needed to satisfactorily resolve problems arising from the unsatisfactory performance of employees.
- Administer the district's plans for position classification, including the development and maintenance of current job specifications for all classes.
- Administers a system for personnel record keeping, personnel accounting, processing of new employees, preparation of contracts, and providing needed information to the Business Office for the monitoring of personnel funding sources to ensure compliance with program goals, etc.
- Serves as a regular member of the Superintendent's cabinet.
- Participates in regular district classroom walk through visits to monitor teaching and learning.
- Maintains an accurate and effective position control accounting system and prepares various personnel reports.
- Develops and recommends to the Superintendent new policies and procedures consistent with state law and effective personnel management.

Essential Duties: (cont'd)

- Participates in the district's negotiations process as the administrator responsible for the proper functioning of the process.
- Manage the collective bargaining agreements to insure that the provisions of the contract are accurately interpreted and monitored.
- Conducts surveys and provides all necessary compliance and accountability reports required by state and federal agencies, e.g. salaries, fringe benefits CBEDS and CALPADS and other related information.
- Establishes a list of substitute employees and provides services to schools in the evaluation of substitutes.
- Provides leadership in informing all staff of changes in policies, and regulations in state law, Education Code, and other government agencies to include credentialing requirements. Ensures accuracy and security of personnel records and files.
- Facilitates the resolution of informal grievances, and complaints through district policy and interpretation of law.
- Maintains regular communications with employee organizations and confers with employees on personnel matters, policies, practices and procedures.

Other Duties:

- Keeps informed of current laws and personnel best practices by attending state and county local workshops, conferences, meeting and collaborate with other districts relative to HR.
- Keeps the Superintendent informed of trends and changes.
- Directly supervises personnel in accordance with the district's policies and applicable laws.
- Receives, investigates and responds to complaints and concerns from the public.

PHYSICAL AND MENTAL CHARACTERISTICS

- This position requires the ability to perform work in an office setting as well as in highly Interactive, energy-demanding youth-friendly environments.
- Regular travel between District/School/City/County meetings and community locations within and beyond Gonzales likely.
- Strong leadership skills that provide for the ability to work under stressful situations.
- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions and make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator and business machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range.
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time.
- Physical mobility sufficient to move about the work environment (office, District, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, drive an automobile, and to respond to emergency situations.
- Physical strength sufficient to lift 25 pounds of materials or supplies alone, or more with a two person lift.

Physical and Mental Characteristics: (cont'd)

- Occasionally push and/or pull a variety of tools, equipment or objects weighing 40 or more pounds with assistance.
- Typically an indoor work environment with the ability to work indoor/outdoor.
- Highly positive and enthusiastic style capable of motivating others
- Skills and energies to build a team and lead effective staff development and training

REQUIRED QUALIFICATIONS

- Four year college degree, preferably in Education or field of study related to human resources management
- California credential authorizing service as a Teacher and/or California School Administrator.
- Five (5) years of increasingly responsible experience in supervision, and administration.

Knowledge of

- Principles, trends, methods, strategies, and procedures pertaining to Human Resources management;
- Laws, rules, regulations, policies, and procedures which pertain to the District's certificated and classified employees;
- Use of technology in the area of Human Resources;
- The purposes, functions, policies, and best practices of public sector human resources management and employer/employee relations;
- The procedures and best practices in public sector collective bargaining; techniques of recruitment, selection, supervision, training, evaluation and discipline of employees;
- Effective communication, collaboration, and public and human relation strategies, methods and techniques.

Ability to

- Provide leadership, interpret laws and to anticipate trends and needs to assess the state of the District personnel program, and to recommend appropriate steps for program improvement;
- Develop and implement short and long range plans;
- Work collaboratively with the Cabinet and staff to establish and reach clear goals and objectives;
- Work creatively to solve problems and effectively promote change;
- Work with and appreciate a diverse community, student population and staff;
- Stimulate and motivate cooperative team efforts and provide leadership;
- Interact with and maintain cooperative relationships with all levels of staff and the public;
- Communicate effectively in English, both orally and in writing;
- Meet schedules and timelines;
- Work independently with appropriate direction;
- Analyze situations accurately and adopt an effective course of action;
- Possess a California drivers license and be insurable;
- Demonstrate proper discretion in dealing with confidential matters.

DESIRABLE QUALIFICATIONS

- Previous experience working with linguistically and culturally diverse groups
- Ability to speak a language in addition to English, preferably Spanish
- Successful experience in the area of conflict resolution

Adopted by the Board of Education: December 8, 2015

Revised: April 26, 2016

12/2015:lm

Governing Board

Araceli L. Flores
Janet Pacheco
María Cuevas
Melissa Morales

Acting Superintendent &
Secretary to the Board
Dr. Deborah Blow

Gonzales Unified School District



www.gonzalesusd.net

Committed to Excellence

Salary Schedule Administrative Certificated

	WORK DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Assistant Superintendent, Education Services	225	\$167,392	\$174,086	\$181,050	\$188,291	\$195,823	\$203,657
Director, Human Resources	225	\$151,054	\$157,097	\$163,382	\$169,916	\$176,713	\$183,783
Director, Student Services	225	\$151,054	\$157,097	\$163,382	\$169,916	\$176,713	\$183,783
Director, Special Ed, Health Services, & Preschool	225	\$151,054	\$157,097	\$163,382	\$169,916	\$176,713	\$183,783
Director, Systems & Data Management	225	\$151,054	\$157,097	\$163,382	\$169,916	\$176,713	\$183,783
Principal HS	220	\$144,307	\$150,079	\$156,083	\$162,325	\$168,819	\$175,572
Principal MS	215	\$137,557	\$143,059	\$148,781	\$154,733	\$160,921	\$167,358
Principal ELEM	215	\$134,149	\$139,515	\$145,096	\$150,901	\$156,935	\$163,214
Assistant Principal HS	212	\$132,495	\$137,797	\$143,308	\$149,040	\$155,002	\$161,201
Assistant Principal MS	205	\$127,436	\$132,531	\$137,831	\$143,345	\$149,079	\$155,042
Assistant Principal ELEM	205	\$123,713	\$128,662	\$133,805	\$139,157	\$144,725	\$150,514
Coordinator, Curriculum and Instruction	215	\$120,814	\$125,647	\$130,671	\$135,900	\$141,336	\$146,988

Extra Work Days:	Up to five additional work days (with prior authorization from the Superintendent) for Directors, Principals, Assistant Principals, and Coordinators.
Longevity:	Completion of 8 years of service: 2.5% of salary Completion of 12 years of service: 2.5% of salary Completion of 16 years of service: 2.5% of salary <i>Certificated employees hired into Administrative/Management positions - the effective date of longevity begins at the start date of the new management position.</i>
Education:	Advanced Degree = \$2,510
Health Benefits:	New employees hired after January 1, 2016, are eligible for full coverage for Employee Only medical, dental, and vision insurance.
Adopted by the Board:	07/23/2024
Revised by HR:	07/23/2024
Effective date:	07/01/2023

(This salary schedule represents a 4% increase over 2022/2023)

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