

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

---

<b>TITLE:</b>	Director, Human Resource Services	<b>CLASSIFICATION:</b>	Non-Represented Management, Certificated/Classified
<b>SERIES:</b>	Director II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0204	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Human Resource Services	<b>SALARY:</b>	Range 17 Salary Schedule A
<b>REPORTS TO:</b>	Associate Superintendent, Human Resource Services	<b>BOARD APPROVAL:</b>	04-02-01
		<b>BOARD REVISION:</b>	04-21-03 06-23-09

---

---

**BASIC FUNCTION:**

Plan, organize, control, and direct Human Resources programs for an assigned major segment of the district including recruitment, selection, wage and salary administration, staffing, new teacher induction, pre-employment and volunteer clearances, legal compliance, assignment, evaluation, discipline, and other assigned areas for both certificated and classified personnel; supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Plan, organize, control, and direct Human Resources programs for an assigned major segment of the district including recruitment, selection, wage and salary administration, staffing, new teacher induction, pre-employment and volunteer clearances, legal compliance, assignment, evaluation, discipline, and other assigned areas for both certificated and classified personnel; supervise and evaluate the performance of assigned staff. **E**

Establish innovative recruitment and retention strategies and programs, conduct internal job fairs, and participate in external recruitment fairs, conferences, and activities to recruit diverse applicants. Develop a written, annual recruitment plan, track activities, and provide an annual report of events, costs, and recruitment results to assigned supervisor. **E**

Manage staffing issues for certificated and classified personnel; project staffing needs, and determine staffing ratios and allocations; review personnel requests for appropriateness; analyze and make recommendations for proposed reorganization of departments; direct and implement personnel aspects of the overage/leveling (concapping) process. **E**

Manage transfers, reassignments, dismissals, resignations, retirements, layoffs, reemployment, vacations, leaves of absence, administrative leaves, licensing and certification as applicable for classified and certificated personnel in accordance with negotiated bargaining unit agreements, district policies and regulations, and other applicable laws. **E**

Manage internal operations including communication, technology, records, workflow, and other areas to assure smooth and efficient delivery of services that comply with laws, policies, and regulations. **E**

Work one-on-one with principals and other managers at their school sites or in their departments for appropriate supervision, evaluation, and discipline of classified and certificated personnel; assist in developing strategies for assistance; handle non-reelections and terminations; conduct fair, thorough, and legally sound investigations; assure

compliance with bargaining unit agreements, state and federal laws, board/district policies and regulations, and other applicable rules. **E**

Counsel certificated and classified employees regarding matters related to district employment, wage and salary, leave policies, supervision, evaluation, discipline, and other areas; mediate disputes; conduct pre-disciplinary procedural due process conferences. **E**

Manage Beginning Teacher Support and Assessment (BTSA), pre-intern, mentor, and intern programs including contact with and presentations to colleges and universities; research the availability of grants for teacher training programs; write grants and/or provide assistance to obtain grants; implement and monitor grants according to funding source. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Assist with the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Receive evaluations and documentation on substitute employees, and remove names from lists of available substitutes when warranted. **E**

Communicate with bargaining unit representatives regarding issues that affect unit employees or negotiated agreements. **E**

Develop written annual goals and objectives within assigned areas, track progress, and provide a written report of accomplishments to assigned supervisor at the end of each school year. **E**

Perform a wide variety of major special projects related to adult education, summer school, substitute personnel, special education, teacher of the year awards, classified champions, contracts, research, independent contractors, job sharing, or other areas as assigned. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, and union representatives to coordinate activities and programs, resolve issues and conflicts, and exchange information; develop and conduct annual and ongoing training sessions model district standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, providing cross-training for employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree with a major in personnel, public, or business administration, or a related field, and five years of management or supervisory experience including three years in a personnel or labor relations function.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential preferred.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Functions of personnel, wage and salary administration, contract interpretation, investigations, evaluation, supervision, and discipline.

Sound personnel practices and procedures.

Legal and equitable interview and selection techniques.

Credentialing procedures, requirements, and rules of the Commission on Teacher Credentialing.

Legal procedures and terminology utilized in evaluation, supervision, and discipline.

Bargaining agreements and union contracts.

Applicable laws, codes, regulations, policies, and procedures including the Americans With Disabilities Act, the Fair Labor Standards Act, the Family Medical Leave Act, Due Process (Fourteenth Amendment), Title VII of the Civil Rights Act, Equal Pay Act, Vietnam Era Adjustment Act, Age Discrimination in Employment Act, Title V of the Rehabilitation Act, Health Insurance Portability Act, Federal Occupational Safety and Health Act, Immigration and Naturalization Services Regulations, Drug Free Work Place Act, Omnibus Transportation Employees Testing Act, California Family Rights Act, Education Code, child abuse reporting requirements, sexual harassment, and other state and federal laws.

Budget preparation and control.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Excellent and effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

**ABILITY TO:**

Plan, organize, control, and direct a variety of Human Resource functions.

Provide technical information and assistance on personnel issues.

Work independently with little direction.

Make effective presentations, and provide training to diverse audiences.

Appropriately apply laws, codes, policies, regulations, procedures, and other rules.

Establish and maintain effective working relationships with staff, unions, parents, and the public.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, contracts, and procedures.

Analyze situations accurately, and adopt a legally sound, effective course of action.

Plan and organize work to meet schedules and timelines; respond quickly to all communications.

Prepare comprehensive narrative and statistical reports.

Train, supervise, and evaluate the performance of assigned staff.

Operate a computer and related software.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to monitor various activities, read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARD:**

Contact with dissatisfied or abusive individuals.

*(Former Classification: Director II, Personnel Services)*

**APPROVALS:**

\_\_\_\_\_  
Carol Mignone Stephen, Associate Superintendent, Human Resource Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Susan E. Miller, Interim Superintendent

\_\_\_\_\_  
Date