

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Chief Human Resources Officer	CLASSIFICATION:	Non-Represented Management – Superintendent's Cabinet
SERIES:	Chief Officer	FLSA:	Exempt
JOB CLASS CODE:	0219	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range 29 Salary Schedule A-C
REPORTS TO:	Deputy Superintendent	BOARD APPROVAL:	02-18-10
		CABINET REVISION:	02-11-15

BASIC FUNCTION:

Provide leadership and expertise in human capital management and human resources throughout the district to meet the needs of Sacramento City Unified School District students; support and develop workforce excellence in all positions with a targeted focus on those who provide direct educational services to students; lead performance management initiatives and support including recognition and reward structures, non-renewals, discipline, and improvement plans for underperforming employees; develop and maintain human resources policies and procedures; ensure resolution of investigations, Equal Employment Opportunity Commission (EEOC), labor, and employment issues; develop new programs and initiatives that support goals for finding, developing, and retaining great talent in all positions; provide leadership and direction in human capital management with the Superintendent's Cabinet, Executive Staff, and SCUSD administration.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

Provide leadership and expertise to district administrators and staff to facilitate development and administration of human resources plans and programs which further the district's Strategic Plan for student achievement and goals; provide leadership for implementation and monitoring of Human Resource Services; develop and implement ongoing audits of the effectiveness of human resources programs and services, and modify programs and services accordingly. **E**

Coordinate and provide expertise in support of the district's labor and staff relations; coordinate collaborative staff and labor relations activities; coordinate and disseminate labor relations information; may assist in resolving disputes and grievances in accordance with district policies/procedures, union contracts, and past practices. **E**

Lead and provide expertise in support of the district's recruitment, selection, placement, and appraisal of staff; promote diversification in recruitment to obtain diversity within the organization; provide leadership and training in human resources management; coordinate collaborative staffing processes, including substitute services; coordinate and disseminate related information. **E**

Lead and provide expertise in compensation and performance management systems; coordinate collaborative data gathering, administration, and reporting; investigate and recommend alternative reward/recognition systems to encourage high performance, including evaluation systems; coordinate activities related to position classification and compensation, position description development, salary schedules, and classification and compensation surveys/studies for the district to maintain competitive wage and salary systems; coordinate and disseminate performance program information and other required reports. **E**

Ensure ongoing communication with Principals, central office staff, legal staff, labor leaders, other district staff, and the community to strengthen the effectiveness of labor and staff relations, employment services, and reward/recognition system. **E**

Visit school sites and district offices on a regular basis to observe human relations practices, school culture and climate, and student/staff administration/community interpersonal relationships. **E**

Make recommendations on human capital initiatives and human-resources impact on the district's Strategic Plan; provide policy formulation for and contributes input to the Strategic Plan; provide for the preparation of reports and interpretations of human resources-related data for district staff, the public, and management decision-making; advise the Superintendent and Board of Education on district human resources activities and issues; prepare reports as needed to assist the Superintendent and Board of Education in decision-making. **E**

Provide interpretations of legislation, laws, regulations, policies, and procedures related to employment, classification and compensation, labor, employment records, investigations, and finalization of allegations and complaints; advise district management and staff on employment and education discrimination, harassment, Section 504, and Title IX activities and issues; act as a key spokesperson for human resources matters. **E**

Oversee the coordination of the district's discrimination, harassment, employee ADA accommodation, and misconduct investigatory processes; ensure resolution of allegations and complaints are timely; ensure disciplinary actions are implemented in a fair and consistent manner; ensure compliance for background checks and outcome of background checks in accordance with legal mandates. **E**

Conduct research on current trends in human resources; provide ongoing training to enhance the professional skills of assigned staff; acquire, maintain, and provide current state-of-the-art status in methods and techniques; coordinate with local, state, and national alliances, institutions, or agencies. **E**

Develop and maintain ongoing professional development training programs for district administrators and staff to ensure the maximum effectiveness of employees, including leadership training, supervisory training, labor contract interpretation and application, and new employee training in collaboration with Instructional Services; develop a professional development plan for ongoing training in areas impacting employees within Human Resources and a district orientation program for new employees in collaboration with Instructional Services. **E**

Coordinate parent, business, staff, and community involvement in the planning, implementation, and evaluation of the district's Human Resource Services; recruit members for, serve on, and supervise the organization of committees; serve as a liaison with community and business programs that impact human resources; communicate program innovations to administrators, staff, labor organizations, and the general community. **E**

Represent the district's human resources functions in meetings with governmental, legislative, business, community, and labor union representatives; serve on committees, task forces, councils, school-based site councils, and ad hoc groups, as necessary, to coordinate human resources functions; maintain updated information on current trends, laws, and regulations. **E**

Collaboratively establish departmental goals and objectives which are consistent with district policies; make presentations to the Board of Education; provide consultative services on departmental matters; convene district administrators and staff to discuss district-wide human resources issues; actively promote and encourage a customer-friendly environment within Human Resources to provide customer service to internal and external clients. **E**

Ensure the development, implementation, and maintenance of departmental information systems; ensure that necessary reports are prepared, including reports for state and federal compliance purposes; monitor and assist with monitoring compliance issues; maintain currency on rules, regulations, district policies, and other requirements for compliance; ensure records are maintained in accordance with legal mandates. **E**

Develop assigned departmental budgets, and ensure expenditures of approved budget in conformance with district fiscal procedures. **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**

Assist the Superintendent in the selection and appraisal of administrative staff, and provide advice regarding administrative assignments and reassignments.

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: Master's degree in human resources, business or public administration, or a closely-related field, and seven years of increasingly responsible management-level experience, which includes substantial experience in human resources, labor relations, and school district administration, preferably in a large, complex public agency. Human Resources Certification in either Association of California School Administrators (ACSA) or the Society for Human Resources Management (SHRM) desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential preferred. Must be willing to attend evening/weekend meetings or activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

Theories, techniques, and methodologies of human resources management and administration, including labor relations, recruitment and selection, training methodologies, and reward systems.

Current trends and related laws and regulations in educational reform, management, and human resources.

Collaborative problem-solving methods.

Principles, practices, and trends of public personnel administration.

Functions of personnel, contract interpretation, investigation, evaluation, supervision, and discipline.

Administrative and collective bargaining practices and techniques.

Compensation practices, and personnel procedures and practices.

Grievance procedures including arbitration.

Interview and selection techniques and methods.

Credentialing laws.

Legal procedures, terminology, and negotiation processes.

Report writing and presentation.

Budget preparation and control.

School district organization, operations, and objectives.

Applicable laws, codes, regulations, policies, and procedures.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.

Effective oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Effective management principles, practices, and supervision techniques.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

ABILITY TO:

Provide leadership and expertise in human capital management and human resources.

Develop innovative human resource programs, including training programs.

Effectively represent the district before the public.

Take individual initiative, accept responsibility, and be held accountable.

Serve as the district's chief negotiator for all bargaining units.

- Provide leadership to negotiating teams.
- Develop and present negotiating strategies.
- Administer the district’s grievance procedures.
- Work across cultures and communities.
- Evaluate and assess the effectiveness of teams, programs, and individuals.
- Work independently, coordinate multiple activities simultaneously, and work flexible hours.
- Prepare and deliver effective presentations to diverse audiences.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, labor organizations, outside agencies, and the public, in a multicultural community.
- Exercise effective decision-making and problem-solving.
- Read, 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.
- Prepare comprehensive narrative and statistical reports.
- 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 RESPONSIBILITIES

Required to manage the services and systems of the department to maintain focus on customer service and work product quality; provide the flexibility, enthusiasm, and adaptability necessary for the effective leadership of the staff of a multi-service department in a dynamic organization; ability to exercise effective decision-making and problem-solving; foster and maintain effective communication and working relationships with the district’s employee union representatives; align the department’s operation with the district’s mission to provide quality education to it’s students; participate as a member of the district’s Superintendent's Cabinet and Executive Staff; respond to shifting tasks and priorities of the school district; attend evening/weekend meetings or activities; represent the district on potentially sensitive or controversial matters; facilitate group discussion, communication, and problem solving; communicate clearly with diverse audiences and stakeholders; exercise excellent listening skills.

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 read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: District pays a portion of the employee’s health benefits through District-offered plans.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date