

East Side Union High School District

Director II – Human Resources

Description of Basic Functions and Responsibilities

Under the direction of the Associate Superintendent of Human Resources, the Director II of Human Resources plans, organizes, and directs comprehensive districtwide human resources programs for both certificated, classified, and Adult Education employees. This position oversees recruitment, selection, employee relations, labor contract administration, classification and compensation, personnel records, employee discipline and due process, and compliance with applicable laws, Board policies, and collective bargaining agreements.

In addition, the Director II assists the Associate Superintendent of Human Resources with the administration of employee benefits, workers' compensation, and risk management functions. The Director serves as a key advisor to district leadership and site administrators on human resources, labor relations, and personnel matters.

Supervisor

Associate Superintendent of Human Resources

Major Duties and Responsibilities

Human Resources Administration

- Plan, organize, and supervise districtwide human resources functions for certificated, classified, and Adult Education staff.
- Oversee recruitment, selection, assignment, evaluation, promotion, transfer, discipline, and separation of employees.
- Determine appropriate employee classification and salary placement; oversee position control and staffing allocations.
- Maintain and ensure the integrity of certificated, classified, and Adult Education personnel records.
- Recommend development and revisions of job descriptions, staffing models, and personnel policies.
- Coordinate staffing needs with school sites, program directors, and district departments.
- Administer summer school staffing and support new employee and new teacher orientation programs.

Employee Relations and Labor Relations

- Plan, organize, and manage employer–employee relations for certificated, classified, and Adult Education bargaining units.
- Administer and interpret collective bargaining agreements; ensure district compliance with contract provisions.
- Serve as a member of district negotiating teams, as assigned; assist in the development of bargaining proposals and recommendations.
- Oversee grievance procedures, including investigation, resolution, and representation through hearings as required (e.g., Skelly hearings).
- Investigate employee misconduct and recommend or implement appropriate disciplinary actions in accordance with due process.
- Serve as a resource and advisor to administrators and managers regarding labor relations, contract administration, and employee discipline.

Classified Personnel Management

- Oversee classified hiring processes, including testing, posting, interviewing, and placement of staff, substitutes, paraprofessionals, coaches, and volunteers.
- Maintain classified seniority lists, rehire lists, bumping charts, and manage classified layoffs.
- Administer classified substitute systems, out-of-class assignments, and career ladder programs.
- Develop and deliver classified employee orientation and training programs.

Adult Education Personnel Management

- Oversee Adult Education hiring processes, including testing, posting, interviewing, and placement of staff, substitutes, paraprofessionals, coaches, and volunteers.
- Maintain Adult Education seniority lists, rehire lists, bumping charts, and manage Adult Education layoffs.
- Administer Adult Education substitute systems, out-of-class assignments, and career ladder programs.
- Develop and deliver Adult Education employee orientation and training programs.

Benefits, Workers' Compensation, and Risk Management

- Assist the Associate Superintendent of Human Resources in the administration and oversight of district employee benefits programs, including health and welfare benefits, leaves of absence, and retirement-related matters.

- Support compliance with applicable laws, regulations, and collective bargaining agreements related to employee benefits and leaves.
- Assist with the coordination and administration of the District's workers' compensation program, including claims management, return-to-work coordination, and collaboration with third-party administrators.
- Serve as a liaison with district legal counsel, insurance carriers, and risk management providers as assigned.
- Support risk management efforts related to employee safety, workplace injuries, and loss prevention.
- Analyze trends related to claims, absences, and workplace incidents to support informed decision-making and proactive risk mitigation strategies.

Compliance, Policy, and Budget

- Ensure compliance with state and federal employment laws, EEO requirements, and Board policies.
- Conduct or oversee classification studies, personnel research, and analysis of staffing and compensation issues.
- Research and report on legislation, legal requirements, trends, and best practices related to human resources, labor relations, benefits, and risk management.
- Assist with personnel budget development and projections for certificated and classified staffing.

Supervision and Collaboration

- Supervise and evaluate assigned Human Resources staff; provide leadership, training, and performance feedback.
- Promote effective communication and collaboration between Human Resources, school sites, bargaining units, and district departments.
- Serve on district committees and perform other duties as assigned by the Associate Superintendent of Human Resources.

Employment Standards

Knowledge of:

- Federal and state laws, regulations, and court decisions related to public school employment and labor relations
- Collective bargaining processes and contract administration
- Human Resources best practices in a K–12 educational setting

Ability to:

- Plan, organize, and manage complex human resources and employee relations functions
- Analyze sensitive personnel issues and exercise sound professional judgment
- Interpret, apply, and explain laws, policies, contracts, and procedures
- Communicate effectively, both orally and in writing, with diverse stakeholders
- Maintain confidentiality of sensitive and privileged information
- Supervise, evaluate, and support the work of others
- Manage timelines, competing priorities, and high-stress situations with professionalism

Minimum Qualifications

- Administrative Services Credential
- Experience in human resources and/or employee relations, preferably in a K–12 public school district
- Master's Degree preferred
- Experience in secondary school teaching and administration
- Knowledge of secondary education personnel practices
- Ability to relate to all members of the educational community
- Valid California Driver's License

Evaluation

Annually by the Associate Superintendent of Human Resources

Physical Demands and Working Conditions

1. Seldom = Less than 25%
2. Occasional = 26%-50%
3. Often = 51%-75%
4. Frequent = above 76%

- a. Ability to work at a desk, conference table or in meetings of various configurations [4]
- b. Ability to stand for extended periods of time [2]
- c. Ability to see to read, prepare and proofread documents [4]
- d. Ability to hear and understand speech at normal level [4]
- e. Ability to communicate so that others will be able to clearly understand normal conversation [4]
- f. Ability to bend and twist, sit, stoop, kneel, push, and pull [4]
- g. Ability to lift 5-20 lbs. [2]
- h. Ability to carry 5-20 lbs. [2]
- i. Ability to operate office equipment [4]
- j. Ability to reach in all directions [4]

Working Environment

Office environment

Occasionally driving a vehicle to conduct work

Reasonable Accommodation

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

Approved: 05/21/2026 Bd Mtg