

SEQUOIA UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE	Executive Director of Human Resources
ADMINISTRATIVE RELATIONSHIP	Under the direction of the Associate Superintendent of Human Resources and Student Services or designee.
CLASSIFICATION	Classified Management
REQUIREMENTS	<p>Experience: Three years of management experience in a public school agency. Experience and training in personnel administration, labor relations, and negotiating as it applies to certificated and classified bargaining units are desirable.</p> <p>Education: A Bachelor's degree is required, and a Master's degree is preferred.</p> <p>Certification: Completion of an HR certification program is desired</p> <p>License: Possession of a valid California driver's license.</p>
SALARY SCHEDULE	Classified Management Salary Schedule
WORK YEAR/HOURS	260 Days
LOCATION	District Office
BOARD APPROVAL	September 10, 2025

BASIC FUNCTION

Under the direction of the Associate Superintendent, Human Resources and Student Services, or designee, the Executive Director of Human Resources plans, organizes, controls, and directs District personnel matters, hiring processes, employee relations, programs, and recruitment; plan, organize and direct the activities related to grievances, employee complaints, unfair labor practices, Title IX, and discrimination appeals; serve as a chief negotiator in collective bargaining; train, supervise, and evaluate the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

ESSENTIAL FUNCTIONS

- Manages the day-to-day operations of the Human Resources Department including supervision and evaluation of assigned personnel, communication, technology management, maintaining accurate records, oversight of department processes and workflow, and other areas to ensure efficient delivery of employment services that comply with District policies and employment regulations, and laws
- Makes recommendations regarding employee appointments, duties, salaries, evaluations, and other matters affecting their employment
- Assists in the development and monitoring of the District's evaluation processes
- Plans, directs, and implements strategic recruitment plan, including testing, selection processes, and assignment of personnel
- Monitors and processes staffing requests and ensures appropriate staffing controls are in place
- Responsible for maintaining accurate employment records in the District's position control system and serves as the Human Resources point person for collaboration with Administrative Services staff in managing position control
- May serve as a representative on the District's collective bargaining team with all recognized employee organizations; supports positive labor and employee relations by ensuring compliance with the collective bargaining agreements and participating in resolutions for potential grievances and other employee matters
- Directs compensation and benefits programs for the District (e.g., classification of job descriptions, payment of wages, health insurance, open enrollment, worker's compensation) for the purpose of ensuring the District is in compliance with applicable state and federal laws and regulations.
- Directs the workers' compensation program for the purpose of ensuring all work-related injuries are properly reported, employees receive necessary safety information, medical treatment, and are returned to full work duties in a timely manner.
- Reviews, revises, develops, writes, and maintains management and bargaining unit job descriptions and specifications; manages employee health/accommodation requests; participates in employee interactive process meetings as needed.
- Investigates, prepares, and presents employee discipline cases.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to personnel and assigned activities.
- Coordinates and participates in District insurance advisory committees for the purpose of ensuring communication regarding insurance information/concerns between administration, employees, and the provider; coordinates RFPs for insurance programs as needed and/or directed by the Superintendent.
- Directs insurance programs for the purpose of ensuring open enrollment, billing, claims, and COBRA conversions are processed in a timely and accurate manner

- Operates a computer and assigned software programs and platforms; operates other office equipment; drives a vehicle to conduct work.
 - Other related duties as assigned.
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KNOWLEDGE OF:

- Labor laws, administrative rules, and regulations applicable to employee/employer relations and nondiscrimination in employment.
 - Title IX laws and complaint procedures.
 - Employee medical leaves, benefits, and worker's comp.
 - Principles and practices of labor negotiations.
 - Principles and practices of personnel administration and personnel management.
 - Operation of a public school district.
 - Provisions of the California Education Code governing employees in school districts.
 - Practices and techniques of employee complaint dispute investigations and resolutions
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ABILITY TO:

- Maintain complete and accurate records and statistics and to develop meaningful reports from that information
- Interpret educational policies and procedures
- Effectively express ideas orally and in writing
- Make oral presentations
- Establish and maintain effective working relationships and work effectively as part of a team.
- Gather, collate, interpret, and analyze data.
- Work independently with little to no supervision.
- Analyze issues and create and implement action plans.
- Work with diverse individuals and/or groups.
- Problem-solve, maintain confidentiality, set priorities, and meet deadlines and schedules

WORK CONDITIONS

ENVIRONMENT:

Office environment.

Travel to various school sites and District locations as necessary.
