



Irvine Unified School District

DIRECTOR V

HUMAN RESOURCES

DEFINITION

Under general direction of the Deputy Superintendent, Human Resources and Employee- Employer Relations, the Director of Human Resources is responsible for the administration and coordination of classified and certificated functions of the Human Resources Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises human resources functions related to certificated and classified personnel
- Monitors position control and staffing for classified and certificated staff
- Coordinates certificated and classified leaves and implements district procedures for compliance with the Amended Americans with Disabilities Act (AADA)
- Supervises Beginning Teacher Support Program (BTSA)
- Supports principals and site managers in supervising classified and certificated employee performance
- Coordinates classified and certificated personnel evaluation systems
- Serves as a resource person for information relative to the Education Code, employee agreements and legal regulations pertinent to personnel practices
- Investigates work place issues concerning employees, including complaints made by employees, and the public
- Directs and evaluates the work of the clerical and technical staff of human resources
- Interprets district policies, practices, and procedures to administrators, teachers, classified staff, and applicants
- Develops personnel policy proposals and recommendations
- Serves as human resources link to Business Services (data processing, payroll, worker's compensation)
- Directs, or assists with, collective bargaining for all bargaining units
- Coordinates retirement incentive/option program; consults with employees on retirement related issues
- Conducts analysis for district and state reports, such as CBEDS, Administrator-Teacher Ratio, Golden Handshake
- Performs other responsibilities and duties as assigned

QUALIFICATION GUIDE

Knowledge of:

- Principals and practices of human resources management
- Legal aspects of school personnel services
- Principals and practices of management, administration, supervision and training
- Collective bargaining process and practices
- California Ed Code personnel requirements
- General functions of school district human resources, policies and procedures

Ability to:

- Establish and maintain cooperative and effective working relationships with those contacted in the course of assigned duties
- Communicate effectively both orally and in writing with the community and all school district personnel

TRAINING AND EXPERIENCE

Progressively responsible experience with administration and/or supervision in a school district setting; education and/or training in personnel-related functions.

QUALIFICATION REQUIREMENTS

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

EDUCATION and/or EXPERIENCE

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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