

SAN JOSE UNIFIED SCHOOL DISTRICT  
San Jose, California

**TITLE:** **DIRECTOR, Human Resources/Employee Relations**

**REPORTS TO:** Superintendent

**SUPERVISES:** Manager, Human Resources/Certificated Personnel  
Manager, Human Resources/Classified Personnel  
Manager, Benefits/Operations  
Administrator, NCLB

**JOB GOAL:** To provide effective Human Resources services consistent with legal requirements and District goals to schools, departments, and community.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide overall direction for the recruitment, selection, and assignment of qualified credentialed and classified personnel to implement the District's education program.
2. Supervise maintenance of all employee personnel records in accordance with legal requirements and administer the setting of salaries for all personnel.
3. Assist the Superintendent in the selection, assignment, evaluation, transfer and dismissal of all administrative personnel.
4. Administer the evaluation, transfer and dismissal processes for certificated and classified personnel.
5. Monitor the substitute personnel service, employee testing program action program.
6. Serve as a liaison with the credential division of the State Department of Education and legal advisors to the District relating to code interpretation and personnel matters.
7. Coordinate the orientation and in-service of new administrators with respect to personnel and legal matters.
8. Direct translation of personnel and employee relations policies into operating programs.
9. Advise and assist administrators on personnel and employee relations issues.
10. Represent the District in negotiation sessions with all District employee groups, administer contract provision and process grievances and complains from employee organization and governmental agencies.
11. Serve as District representative in legal matters relating to personnel and employee relations.
12. Serve as a member of the Superintendent's cabinet.

13. Prepare Board Agenda items and information relative to areas of assignment.
14. Attend Board meetings.
15. Enforce rules, regulations and policies of the District.
16. Disseminate information regarding Distinct employment policies.
17. Act consultant in all school and department personnel problems.
18. Assist in the development of personnel policies for the Board of Education
19. Perform other tasks as assignee by the Superintendent.
20. Supervise administration of Employee Benefits, Worker's Compensation, ADA.
21. Supervise the implementation and maintenance of the Human Management System.
22. Process classroom employee staffing.

**QUALIFICATIONS:**

1. Appropriate California Administrative Credential.
2. Master's Degree.
3. Additional work beyond the Master's Degree in the areas of personnel administration, labor relations, and urban school district organization and administration is desirable.
4. Five years teaching experience or equivalent.
5. Five years administrative experience.
6. Three years labor relations experience desirable.
7. Ability to meet and relate effectively with representatives of the various certificated and classified employee groups.
8. Capacity to function in a high pressure situation.
9. Leadership and organizational ability.
10. Skill in decision-making and in verbal and written communication.
11. Physical and emotional stamina.
12. Demonstrate mature judgment, flexibility, diplomacy and sense of humor.

**TERMS OF EMPLOYMENT:**

Salary Placement: Range 28  
Work Year: 226 days

**EVALUATION:** Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.

Board date: 3/22/07

DI/Molina:jasg Dir Secondary JD 2-16-07