

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR – EMPLOYEE RESOURCES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent–Administrative Services, supervise the personnel operations and activities of the Classified Human Resources Division and employee health and welfare benefits; perform and coordinate the complex and technical duties related to classified employment issues; and assist the Deputy Superintendent–Administrative Services in all aspects of planning, analysis and maintaining of best practices.

REPRESENTATIVE DUTIES:

Plan, coordinate, supervise and evaluate the daily operations and the work of the classified Human Resources and Benefits staff. *E*

Supervise classified employer-employee relations and contract administration. *E*

Participates in classified employee negotiation sessions. *E*

Monitor, review and assist certificated and classified management and supervisory employees with the implementation of the policies, procedures, contracts, and Federal/State legal requirements related to classified Human Resources. *E*

Train, assign, and evaluate the performance of assigned personnel; develop, coordinate, and conduct inservice training to District personnel on laws, regulations, and District policies and procedures related to human resources; communicate with District administrators to resolve issues and improve the human resources function. *E*

Coordinate the assignment of classified personnel. *E*

Monitor, review, and evaluate the District's employee health and welfare programs, recommend changes as appropriate. Oversee the District's Insurance Committee. *E*

Provide consultation, assistance, training and referrals in employment matters for certificated and classified personnel. *E*

Supervise and evaluate the technical work involved with planning and implementing employee assignments, certification, and salary placement. *E*

Review and evaluate human resources methods, assignments, policies and procedures to increase efficiency and effectiveness of District classified human resources operations; coordinate the enhancement of automated systems. *E*

Coordinate, monitor and review the procedures relating to transfers, grievances, leaves of absence, evaluations, layoffs and discipline/dismissal issues. *E*

Assist with the research and generation of data related to such areas as classified human resource practices, salary surveys, and employee relations. *E*

Coordinate and communicate with other school sites and departments regarding the classified human resources function. *E*

Maintain and review the integrity of the budget, planning reports, human resource record system, and the Los Angeles County Human Resources System (HRS). *E*

REPRESENTATIVE DUTIES continued:

Maintain current knowledge of legal requirements, State and Federal regulations, and Board of Education directives; communicate to appropriate personnel and implement procedural changes as needed. *E*

Allocate classified personnel based on established Board of Education approved staffing ratios. *E*

Assist, monitor and review the communication process with outside agencies. *E*

Assist, monitor and review the coordination, preparation, and implementation of Human Resources items for the Board agenda. *E*

Assist in the implementation of the District's complaint procedures. *E*

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Human resource administration best practices and related procedures.
- Statistical analysis methodology and methods used in research projects.
- Principles and practices of public human resources administration, management and organization and employee health and welfare benefit plans.
- Laws and regulations related to the human resource functions.
- Modern technology systems and procedures as they apply to human resource information systems and employee health and welfare benefit plans.
- Technical processes related to classification analysis, job analysis, and position duties; supervisory practices and techniques.
- Current trends and practices in human resource management and supervision.
- Experience related to classified employee duties and public school administration.

ABILITY TO:

- Supervise, direct and train the Human Resources and Benefits staff.
- Organize, coordinate, and implement the diverse functions of a staff performing the varied human resource functions.
- Prepare and present oral and written reports.
- Understand and implement policies, rules, regulations and procedures.
- Plan and conduct studies, generate and analyze data, and make sound conclusions and recommendations.
- Create innovative solutions or ideas to resolve problems.
- Define problem or concern and recommend solutions to effect positive change.
- Perform complex assignments independently.
- Analyze and resolve problems or implement change with tact and proficiency.
- Establish, communicate and maintain effective client relationships.

EDUCATION AND EXPERIENCE

Any combination of training and experience equivalent to: a Bachelor's degree from an accredited college or university with a major in Human Resources, Industrial/Organizational Psychology, Business Administration, School Administration, or a related field; and three years of professional experience including administration, development, and research related to human resource supervision procedures and employee health and welfare plans.