

Bakersfield City School District
Education Center - 1300 Baker St.
Bakersfield, CA 93305
Human Resources

TITLE: **DIRECTOR I, HUMAN RESOURCES**

QUALIFICATIONS:

1. Bachelor's degree in human resources or related field of study desired
2. Experience, training and education in human resources administration or related field
3. Successful experience with direct management of a human resources operation
4. Extensive experience in providing leadership and the development of human resources strategies aligned with district goals
5. Knowledge of state and federal laws, regulations and guidelines related to public school human resources administration for classified and certificated employees
6. Knowledge and experience in principles and practices of human resources management including salary administration, recruitment and selection of staff, benefits, classification and contract administration
7. Ability to interpret and apply variety of complex laws, regulations and policies
8. Ability to work effectively with staff and public; skill and accuracy in oral and written expression

REPORTS TO: Assistant Superintendent, Human Resources

SUPERVISES: Staff as assigned

JOB GOAL: To manage classified human resources programs and provide support for certificated and other human resources programs as assigned

PERFORMANCE RESPONSIBILITIES:

1. Administers classified human resources programs of district including but not limited to: recruitment, selection, classification and assignment of regular and substitute employees, performance evaluations, employee discipline and dismissal, leaves of absence, transfers, and layoffs
2. Coordinates certificated recruitment activities as assigned
3. Serves on District negotiations team and assists in interpretation and administration of classified collective bargaining agreements
4. Investigates and responds to DFEH and EEOC inquiries and employee complaints under District complaint policy
5. Accepts and resolves employee complaints and grievances
6. Supervises and evaluates department staff as assigned
7. Oversee the day-to-day operating functions in the department
8. Develops, recommends and implements policies, procedures, and administrative regulations related to district certificated and classified human resources programs
9. Oversees system of confidential recordkeeping; provides variety of reports and statistical records; conducts classification, compensation and assignment studies for certificated and classified positions
10. Supervises the proper recordkeeping of paraprofessional certification of classified personnel
11. Maintains all salary schedules and supervises the setting of salaries according to salary schedule provisions
12. Monitors and revises department budget; reviews the budget process as it relates to personnel
13. Coordinates, participates and monitors employee medical interactive process; oversees and monitors District's return-to-work program
14. Serves as District custodian of records

15. Serves as primary resource for district staff in classified personnel matters; conducts in-service/training to certificated and classified staff as required
16. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, code 5

EVALUATION: Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board policies and procedures and consistent with collective bargaining agreements when applicable.