



DEPUTY CHIEF HUMAN RESOURCES OFFICER

BASIC FUNCTION

Under administrative direction, plan, organize and direct the day-to-day operations, staff and activities of the Human Resources branch of the District; provide operational and technical expertise to department staff and District stakeholders to support sound human resources policy and operations which meet programmatic objectives; lead and participate in developing and implementing Human Resources programs which sustain

REPRESENTATIVE DUTIES

Plan, organize, oversee and support the work of professional, technical and support staff performing benefits administration, employee and labor relations, talent management and acquisition, staff training and development, workforce diversity, HRIS systems, classification and compensation, HR operations, data and policy analysis and relmsg5(m)-7g5(1)11(nd)1(,)v

State, federal and local laws, regulations and court decisions applicable to K-12 public school financial management.

District organization, operations, policies and objectives.

District priorities and goals.

Ability to:

Plan, direct and integrate a broad range of complex human resource service programs and activities.

Understand, interpret, apply and explain complex collective bargaining agreements, state and federal policy, law, regulation and court decisions applicable to human resources and employer/employee relations.

Develop and implement human resources policies and procedures.

Manage and oversee preparation and monitoring of assigned budgets.

Analyze processes and problems, identify opportunities for improvement and follow through on changes in a timely and consistent manner.

Provide internal consultation services.

Present information regarding Human Resources programs in a proactive, comprehensive manner.

Develop strategic, long-term human resources operational goals and plans.

Prepare and present complex data in written and oral reports, and represent the District in a variety of public settings.

Analyze data utilizing a variety of complex processes.

Set and adapt to changing work priorities.

Provide leadership by developing, building, directing and motivating a diverse workforce.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in an office environment. Work hours routinely include irregular hours, evening and weekend, meetings and district functions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office; dexterity of hands and fingers to operate a computer keyboard and other technologies and office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.
