

Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Superintendent
Classification:	Classified Management Unit, Cabinet Level
Date Approved:	10/14/1998
Dates Revised:	06/14/2006, 9/14/2011, 12/10/14, 10/8/15
Position Control:	#140002, Salary Schedule 5, Range 24, 12 Month Work Year

POSITION DESCRIPTION:

Under the general supervision of the Superintendent, provide leadership for staffing and personnel functions of the district to maximize support of district programs. Administer, plan, organize direct and supervise the human resources functions for the district utilizing modern methods of human resources administration. Develop implement, and coordinate policies, programs, and procedures covering recruitment, employment, placement, compensation, affirmative action, employee appraisal, credentialing, personnel records, and employer-employee relations, and implementation of employee contracts. Provide leadership for the district as a member of the Superintendent’s cabinet and serve as Chief Negotiator for the District with all bargaining units. Perform other duties as required.

During the regular course of work may have access to or gain information regarding privileged information. Privileged information may include student and/or parent information as well as information regarding fellow employees. It is expected that this position will not release any privileged information about students, staff, labor relations or any topic properly confined to a closed session of the Board.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Provide guidance and support to the Superintendent, the Cabinet and administration in the area of personnel, recruitment, evaluation, and staff development for all staff
- Administer, plan, assign, organize and direct the work of human resources operations and office staff
- Manage human resources operations of recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff
- Plan, monitor, appraise and review staff job contributions; compensation, production, quality and customer-service strategies; designing diversity programs, resolving problems and implementing positive change at MetroED
- Develop, implement and direct the interpretation of personnel policies throughout the District, implement and coordinate ongoing review and update of all District policies
- Direct, develop and conduct ongoing review and revision of performance standard and evaluation procedures all staff
- Review, revise and update job descriptions
- Provide site administrators and other personnel with technical assistance as it relates to personnel policies and practices

AREAS OF RESPONSIBILITIES/DUTIES (continued):

Essential Functions:

- Work to resolve complaints related to personnel management
- Conduct or assist in investigations and hearings into matters involving employee discipline, sexual harassment and other complaints
- Conduct wage, compensation, and benefit surveys for all District positions
- Supervise the maintenance of all personnel records and confidential files
- Monitor compliance with relevant federal, state, and local laws, rules, and regulations as they pertain to all aspects of the Human Resources
- Provide information to employees regarding their rights, classification, requirements, credentials, benefits, retirement, compensation, and other related items
- Plan, organize, and participate in negotiations of union contracts; Interpret, monitor and enforce union contracts
- Develop and maintain employee handbooks and other employment information/forms;
- Promotes a positive climate for all employees through the District
- Sponsor and coordinate professional development activities for classified staff
- Encourage cooperative working relationships and high morale among all employees
- Maintain professional competence through active participation in in-service and educational activities and in self-selected improvement programs
- Assign and monitor mandated topic and mandated reporter training for all staff
- Provide New Employee Orientation for all new employees
- Counsel management and labor on alternatives for grievance settlement
- Plan, organize, and direct all employee, health, disability, tax deferred, retiree and COBRA benefit programs
- Communicate with brokers, consultants and medical plan providers to discuss plan participation, cost and trends
- Interprets, applies and makes recommendations regarding administer provisions of all employee labor contracts including grievance processing, contract administration, discipline and dismissals and resolve employee grievances
- Directs and evaluates the performance of assigned staff
- Coordinate subordinate work assignments, schedules, and review work to assure compliance with established standards, requirements and procedures
- Develop and prepare the annual preliminary budget for employee benefits costs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Serve on district-wide committees
- Other duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Planning, organization and functions of Human Resources; Compensation practices and personnel procedures, wage and salary administration including survey methodology
- Computerized personnel/payroll system, computer literate
- Job analysis and how to construct job descriptions
- Effective recruitment techniques utilizing equal employment opportunity standards and compliance
- Investigation procedures
- Classification techniques including developing position classification questionnaires
- Credentialing laws and processes
- Legal procedures and terminology and negotiation processes
- Budget preparation and control
- Critical thinking, problem-solving and conceptualization of new ideas and approaches
- Collective bargaining, decision making and relationships
- Principles and practices of management, applicable laws, codes, regulations, policies and procedures

Ability to:

- Maintain effective communications and relationships with all constituencies
- Promote, publicize and market employment opportunities in the District
- Plan, organize, control and direct functions of human resources, employee/employer relations and negotiations
- Provide technical information and assistance to others concerning employment policies and personnel transactions
- Manage employee contracts and employee-employer relations using an interest-based approach
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Analyze situations accurately and resolve conflicts effectively
- Meet schedule and timelines; plan and organize workload
- Prepare comprehensive narrative and statistical reports
- Supervise and evaluate the performance of assigned staff
- Plan, develop, implement, control and direct the Human Resources services for all district employee relations, and staff development
- Educate and support others in their knowledge and understanding of human resources services
- Plan, organize and implement long-term and short-term projects and activities designed to develop and augment benefits and compliance related to human resources programs and services
- Interpret and apply provision of the State Education code and various regulatory agencies

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor Degree in Business Administration, Human Resources Administration, Public Administration, or equivalent
- Master Degree and/or Administrative Credential preferred
- Five years of increasingly responsible human resources management experience

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____

Employee Signature