

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 16, 2007
Salary Schedule: 260; Row: 1

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: CHIEF HUMAN RESOURCES OFFICER

JOB PURPOSE STATEMENT: Under the direction and supervision of the Superintendent, the Chief Human Resources Officer serves as chief administrator responsible for the effective administration and coordination of the Human Resources Department, employer-employee relations, operational policies and regulations, and other related functions.

JOB FUNCTIONS:

- Assists the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining Human Resources
- Administers and supervises the Human Resources Department
- Administers and supervises the recruitment, selection, assignment, and related functions for certificated, classified, and management personnel
- Serves as Chief Negotiator for the District
- Administers and supervises the employer-employee relations to include negotiations with certificated and classified bargaining units and contract management
- Administers the evaluation of all classified personnel in order to ensure that proper and agreed upon procedures are followed and deadlines are met
- Administers and supervises the budget for Human Resources
- Assists in the development of policies and coordination of the execution of adopted policies, regulations, procedures and guidelines related to Human Resources
- Secures legal interpretation on personnel issues
- Supervises personnel as the Superintendent may assign either temporarily or regularly
- Serves as a member of the Superintendent's Cabinet

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JOB FUNCTIONS – continued

- Attends Board meetings and prepares such reports for the Board as the Superintendent may request
- Serves on lay or staff committees as the Superintendent may request
- Maintains a strong knowledge of laws and regulations relative to personnel
- Writes and speak effectively
- Works effectively with staff, community, government organizations, and news media to promote progress of the District
- Responsible for establishing a climate in the Human Resources division conducive to appropriate conduct, performance, attitude, and job satisfaction.
- Researches effectively and presents understandable reports on information learned from research.
- As requested, serve as spokesperson for the District; respond to media inquires in print and broadcast; prepare press release and maintain positive working relationships with reporters and editors
- Provide experienced, professional counsel to the Superintendent, District administrators, District employees, media, and the community when sensitive communication questions arise
- Support communication efforts of individual schools by providing practical advice on effective communication techniques, both for school-to-home communication and communication with the media and community-at-large
- Performs other duties as assigned by the Superintendent

Personal and Professional Qualities:

- Excellent health, vigor, stamina, and stability
- Skill in human relations; ability to work and communicate effectively with a wide variety of people of all ages and backgrounds
- Patience, wisdom, firmness as well as flexibility and adaptability

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Personal and Professional Qualities – continued

- Ability to write and speak clearly and concisely
- Integrity
- Ability to participate in a participative style of management
- Appreciates the need for accountability
- Strong professional and personal principles and the courage to fight to maintain them
- Ability to listen, observe and to absorb the concerns of the Board, staff, and community and to act upon needs
- Ability to manage in the areas of planning, organizing, controlling communicating and leading
- Belief in the value of public schools and the desire to communicate that value.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner

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JOB QUALIFICATIONS:

Education/Credentials:

- Bachelor's Degree

Experience:

- Five years of experience in Human Resources within a school district

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Valid Drivers License with acceptable safe driving record
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position