

MT. DIABLO UNIFIED SCHOOL DISTRICT  
**EXECUTIVE DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT**

**Definition**

Plans, organizes, coordinates and directs certificated and classified personnel functions including recruitment and selection of certificated and classified personnel. Leads negotiations with units as assigned, consults on all ADA accommodation meetings, monitors and edits HR website and HR social media, coordinates hiring fairs, assists with workers' compensation, and supervises the Benefits Department. Administers collective bargaining agreements, and assists with the duties of Risk Management for the District.

**Directly Responsible To**

Assistant Superintendent or Chief, Human Resources

**Supervision**

Supervises and evaluates other certificated and classified personnel as assigned.

**E: Essential Functions** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the core job functions).

**Major Responsibilities**

1. Administers the recruitment strategies, advertising/social media, selection and placement of teachers and other certificated and classified personnel. **E**
2. Utilizes low code/no code software to create, develop and maintain electronic forms and workflows for HR processes within HR and between departments.
3. Plans, organizes, implements, and administers comprehensive risk management, violence prevention and safety programs for the District. **E**
4. Supports the development of safety processes/plans and ensures adequate precautions and protections are in place. **E**
5. Performs and provides research in the areas of safety and risk management to determine the means to contain the incidence and cost of losses, insurance costs and other expenditures.
6. Develops safety and risk management programs to remain in compliance with federal, state and local laws and regulations.
7. Conducts inspections of district facilities and district property to ensure compliance with federal, state and local laws and regulations.

8. Oversees the maintenance of required illness, accident and safety records.
9. Oversees industrial and non-industrial return to work program.
10. Evaluates the performance of staff and assigns training as needed.
11. Confers with, and supports, district administrators in personnel matters. **E**
12. Assumes responsibility for the preparation and maintenance of certificated and classified personnel employment records.
13. Assists the Assistant Superintendent/Chief, Human Resources, in (or leads as assigned) collective bargaining negotiations with certificated and classified employee units. **E**
14. Assists in the administration of all certificated and classified employee unit contracts and agreements, including but not limited to disciplinary and grievance hearings/investigations. **E**
15. Prepares reports related to certificated and classified personnel staffing.
16. Recruits, creates strategic plans, selects and assigns substitute certificated and classified personnel.
17. Leads the oversight of the Benefits Department, and consults on all ADA accommodation meetings. **E**
18. Directs the classified staff development program.
19. Evaluates personnel directly responsible to this Executive Director.
20. Administers the evaluation process for certificated and classified personnel.
21. Assists in the development of wage and salary compensation for all certificated and classified employees and analyzes, evaluates, maintains and recommends job classification changes.
22. Counsels with individual/groups of employees regarding personnel problems. **E**
23. Develops and implements policies and procedures related to certificated and classified personnel. **E**
24. Maintains a relationship with teacher placement agencies and teacher training institutions.
25. Assists in staffing patterns and projections.

26. Confers, upon the direction of the Assistant Superintendent/Chief, Human Resources, with District's legal counsel in matters related to personnel functions and responsibilities.
27. Delegates to those under the supervision of this Executive Director such powers and duties deemed advisable, but continues to be responsible to the Assistant Superintendent/Chief, Human Resources, for the execution of the powers and duties delegated.
28. Attends job-related meetings and activities specified by the Assistant Superintendent/Chief, Human Resources.
29. Performs additional duties as assigned by the Assistant Superintendent/Chief, Human Resources.
30. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.
31. Develops and implements employee retention practices. **E**
32. Develops and implements strategies to creatively recruit, select and retain a highly qualified, diverse certificated and classified staff; assure equal opportunity in employment. **E**
33. Provide training pertaining to HR, for example, training on problem resolution, legal and policy updates, mandated reporter training, harassment training, ADA compliance, etc...
34. Address and manage grievances, arbitrations & process recommendations for probation, discipline and/or termination of employees.
35. Conducts investigations involving allegations of employee misconduct.
36. Coordinates mandated training for employees, including but not limited to: Mandated Report, Anti-Harassment and Bloodborne Pathogens.
37. Coordinates eligibility of benefits, reviews contract language, and resolves disputes, as needed.
38. Coordinates ongoing Bargaining unit input and review of Violence Prevention for employees.

## **Qualifications**

### **Knowledge and Skills**

- Ability to exhibit the qualities of leadership essential to the successful administration of a comprehensive program of certificated and classified

administration.

- Must be adept and knowledgeable regarding software for workflow processes, and knowledgeable regarding the posting of social media.
- ~~1-3-3-5~~ years of District level HR experience.
- Ability to exercise good judgment and tact.
- Ability to cope with emergency situations.
- Knowledge of basic elements of instruction.
- Knowledge of effective employee supervision and evaluation procedures and techniques.
- Ability to speak and write effectively.
- Knowledge of principles of organization and management.
- Ability to work effectively with all segments of the educational community and general public.
- Ability to analyze problems, make decisions or recommendations, and be responsible for those decisions.
- Ability to rapidly assimilate the facts, conditions and implications of problems suddenly thrust upon the office and to organize an effective administrative response to them.
- Knowledge of the principles of staff development and training.
- Knowledge of state and federal laws pertaining to certificated and classified personnel.
- Ability to design and implement procedures.
- Knowledge of school district operations and procedures.
- Skill in working with diverse groups and individuals in a manner that achieves district goals.
- Skill in translating Board and district policy to various employees, individuals and groups.
- Ability to supervise and direct a large staff or department.
- Knowledge of credentialing.

- Knowledge of the collective bargaining process and contract management.

### **Education, Training, and Experience**

Post graduate work in school administration, curriculum and instruction, or a related field; Possession of an appropriate school administrative credential. Experience as a school site administrator is desirable, as well as experience in directing/supervising the work of others. Education or training in personnel administration, including, but not limited to: collective bargaining, contract administration, grievance resolution, employee discipline, complaint resolution and staff development.

### **Environment**

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent specifications; maintains high regard for exemplary customer service.

### **Physical Abilities**

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

Range 36 - Diablo Managers' Association

Adopted by the Board of Education: June 26, 2024

248 Days