

## JOB DESCRIPTION

Job Title: Senior Director of Human Resources  
Job Family: Administrative  
Prepared/Revised Date: September 9, 2024

FLSA Status: Exempt  
Pay Range: Schedule A/P-Grade E  
Job Code: 10316  
Days: 260

**SUMMARY:** Develop, implement, and manage the comprehensive services and systems for the Human Resources Department. Manage compensation, employee/labor relations, negotiations, evaluation, performance management and dismissal of staff. Ensure employment law compliance; write, revise, and implement policy and procedures. Oversee risk management and records departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** J0 T436 50a 2

a. Administer, track, communicate, and provide training for evaluation systems.

3. Employment Law Compliance

- a. Ensure district compliance with state and federal statutes, policies, and regulations related to Human Resources including the Fair Labor Standards Act, Americans with Disabilities Act, Equal Employment Opportunity Commission, Civil Rights Act, Healthy Families and Workplaces Act, and Equal Pay for Equal Work Act.
- b. Advise principals, hiring managers and department directors on employment law and performance issues (including discharge and discipline)
- c. Ensure compliance under state licensure mandates
- d. Oversee the district's employee/applicant background check and fingerprint process
- e. Work with the district's legal counsel and opposing counsel on legal cases and issues

4.





- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time	
	None	Under 1/3