



Deer Valley Unified School District

JOB DESCRIPTION

JOB TITLE: **Director of Classified Employees-Human Resources**

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| Position Type: Exempt | Department: Human Resources |
| Salary Schedule: Exempt | Reports to: Deputy Superintendent of Human Resources |
| Salary Range: 8 | Location: District Office |
| Term of Employment: 12 months | Date: January 19, 2022 |
| Shift: Day | Approved by: Human Resources |

POSITION SUMMARY:

Directs the day-to-day routine operations of the Human Resources Department and performs general human resource work of an administrative and technical nature. Assists the Deputy Superintendent of Human Resources in implementing and administering organizational policies approved by the Governing Board and related procedures, rules, and regulations governing all District employees.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Provides leadership in the Human Resources Department in support to the Deputy Superintendent of Human Resources.
- Acts as an assistant and collaborator to the Deputy Superintendent of Human Resources on District-wide projects.
- Oversees a tracking system for organizing, managing, verifying and communicating staffing annual processes and allotments.
- Serves as an advisor to campus and department leadership on all personnel matters.
- Supports the Deputy Superintendent of Human Resources in the oversight of Administrative and Exempt hiring and employee discipline.
- Acts as an employee advocate ensuring fair and equitable treatment of all District employees.
- Models and facilitates the process of collaboration.
- Maintains and revises the Classified Employee Handbook.
- Approves job descriptions for all Classified and Exempt 4 employees.
- Recruits and refers to appropriate administrator/supervisor qualified applications for District Classified positions.

- Meets with the recognized employee groups regarding language issues and changes.
- Supports in the development of all Strategic Plan and Human Resources' goals.
- Handles discipline of Classified employees and supports with Administrative and Exempt discipline when needed.
- Represents the District in all Classified EEOC/ADA hearings.
- Actively participates in the Classified employee bargaining process.
- Oversees grievance processes for Classified and Exempt 4 employees.
- Represents the District in all Classified employee grievances and hearings.
- Oversees the routine functions of the Human Resources Department as it relates to the HR Specialists' functions or other assigned issues at the direction of the Deputy Superintendent of Human Resources.
- Oversees all employee retirement processes, including phased retirement
- Maintains a system for Human Resource records for District Classified employees in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, etc.
- Supervises the Classified and Exempt 4 evaluation processes.
- Oversees all Classified Professional Growth.
- Oversees all Classified new employee orientations.
- Provides training to administration on Human Resources policies and procedures as needed.
- Coordinates internal transfer and assignment and reassignment of Classified personnel.
- Reviews and evaluates criminal history reports for Classified employees.
- Coordinates all aspects of the hiring process for Classified personnel.
- Oversees personnel changes and related information for the Board Packet.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises and evaluates assigned employees in the department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing Human Resource functions.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with District and State Policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in District Professional Development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to District policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have a valid Arizona Administrative Certificate.

- Valid SHRM-CP/SCP or equivalent preferred or willing to obtain within first two years of employment.

EDUCATION AND/OR EXPERIENCE:

- A Master's Degree in related field.
- Three to five years required administrative experience with responsibilities requiring a broad knowledge of district and human resource policies and procedures.
- Effective campus Principal experience required.
- Experience supervising, evaluating and facilitating due process for a variety of classified positions within an organization.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.