

## DEPUTY DIRECTOR, EMPLOYEE RELATIONS

### DEFINITION

Plans and implements the operations of the Employee Relations Unit concerning pre-employment standards, employee arrests and convictions, disciplinary actions and related assignment actions, appeals and complaints, and other employee relations matters involving both certificated and classified personnel.

### TYPICAL DUTIES

- Directs, plans, and coordinates the operations of the Employee Relations Unit.
- Directs the review of certificated employees who have been removed from specific District sites due to allegations of misconduct or criminal actions until thorough investigations have been conducted by the Employee Relations Investigative Team and other administrators.
- Directs and coordinates the operations of the Employee Record Control Unit which maintains all certificated personnel records.
- Manages and supervises the Administrative Conviction Review Committee which reviews and determines employment eligibility for certificated and classified applicants, candidates, and eligibles.
- Monitors the documentation of all information related to criminal allegations made against any certificated, classified, or unclassified District employee including the monitoring of law enforcement investigations and court proceedings.
- Oversees the processing of disciplinary actions and related assignment actions, appeals, and complaints involving certificated, classified, and unclassified personnel.
- Oversees the preparation of information in response to subpoenas and employee authorized release of employee records received by the District.
- Oversees the operation and maintenance of fingerprinting stations at various District sites.
- Supervises the Substitute Teacher Review Committee to determine the discipline or dismissal of certificated substitute teachers and temporary employees.
- Consults with the California Commission of Teacher Credentialing, California Department of Justice (DOJ), federal and State courts, bargaining unit representatives, law enforcement agencies, and the Office of the General Counsel regarding discipline and dismissal issues related to certificated and classified personnel and investigative inquiries during or before employment.
- Establishes and maintains the contract with a vendor who acts as an intermediary with the DOJ in processing fingerprints of approximately 17,000 applicants and rehires for District employment each year.
- Responds to charges made by employees or citizens against the District, reviewing personnel records for certificated personnel as necessary.
- Acts as a liaison with the contracted agency responsible for providing employment verification for District employees and coordinates with the Information Technology Division as necessary.
- Acts for the Director, Employee Relations as required.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Deputy Director, Employee Relations plans, organizes, and directs employee relations activities such as pre-employment clearance, employment records, and employee arrests and convictions and acts for the Director, Employee Relations as required.

The Director, Employee Relations directs specialized employee services for classified and certificated employees in the areas of employee relations, employment clearance, records, and employee health services.

## SUPERVISION

General direction is received from the Director, Employee Relations. Supervision is exercised over technical and clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- District personnel practices and principles of employee relations for certificated and classified personnel
- Merit system and related provisions of the California Education Code, Title 5 of the Administrative Code, the Government Code, and Board Rules
- District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts
- Personnel procedures, laws, rules, and regulations pertaining to criminal matters
- Criminal, procedural, and substantive law; and familiarity with procedural due process
- Laws, rules, regulations, court decisions, legal interpretations, research, and studies in the field of personnel management and administration and employee relations
- Effective administrative and managerial practices
- Use of technology, District human resources applications, and other data systems

### Ability to:

- Plan, organize, direct, coordinate, prioritize, and review the work of a multi-unit operation
- Analyze, develop, and implement changes in operating policies and procedures
- Formulate and express ideas clearly and concisely, in written reports and oral presentations
- Manage confidential matters pertaining to the character and reputation of individual employees with discretion
- Communicate and work effectively with administrators, school personnel, and employee, community, and union representatives
- Interpret codes, statutes, ordinances, rules, and regulations as they affect personnel
- Operate a personal computer workstation and associated peripheral equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree. A master's degree or higher is preferred.

### Experience:

Five years of professional-level experience in employee relations and discipline, which includes three years of supervisory experience. A master's degree may substitute for up to one year of the required professional-level experience provided that a bachelor's degree is attained.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTE

Management class, exempt from bargaining units.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of the position at any time.

New Class  
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