

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Codes

CHIEF HUMAN RESOURCES OFFICER
DEPUTY CHIEF HUMAN RESOURCES OFFICER

5000 Mgmt. – Sr. Mgmt
5001 Mgmt. – District

DEFINITION

Administers and directs activities related to the overall operation of human resources for certificated personnel in the District.

TYPICAL DUTIES

Directs and reviews the administration of the Human Resources Division through managers and staff personnel engaged in:

The recruitment, selection, classification, examinations, certification, contracting, processing assignment, salary administration, staff relations, employee records, certificated evaluation, and other personnel services for District certificated personnel
Teacher and administrator development, support, training and certification programs in conjunction with local colleges and universities
District professional development operations and the California Commission on Teacher Credentialing
Teacher and administrator recruitment and retention programs
The analysis and evaluation of proposed legislation concerning recruitment, selection, assignment, certification, classification, compensation, and related personnel functions
District human resources practices and procedures including, but not limited to, classification, compensation, rules/policy development, and collective bargaining
The implementation of technology solutions for certificated human resources operations
The preparation of a proposed annual budget for certificated personnel operations
The administration of the planning, development, and implementation of collective bargaining with exclusive bargaining unit representatives, certificated and classified complaint procedures, and the resolution of employee grievance.

Develops and monitors programs promoting customer service within the Human Resources Division.

Coordinates with the Personnel Director, Personnel Commission to establish common and integrated goals in order to maximize the delivery of human resource services.

Serves as liaison with other outside organizations.

Develops, reviews, and monitors implementation of human resources policies and interprets such policies to the Board of Education, District employees and the community.

Plans, organizes, and manages certificated personnel services and operations to accomplish District objectives.

Integrates and coordinates certificated human resources with other organizational units of the District.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Human Resources Officer directs the activities related to the management and services rendered to certificated personnel in the District. The Deputy Chief Human Resources Officer assists in directing the management and services activities in certificated personnel, and acts as Chief as required.

The Personnel Director directs the activities of the Personnel Commission staff in administering the Merit System provisions and other relevant sections of the Education Code for classified employees.

The Chief Operating Officer plans, organizes, assigns, directs and reviews the financial, facilities, information technology, certificated human resources, planning, assessment and research, and business services for the District and participates in the development and implementation of policies and programs at the executive level.

SUPERVISION

The Chief Human Resources Officer receives administrative direction from the Superintendent of Schools and provides administrative direction to subordinate administrators and managers.

The Deputy Chief Human Resources Officer receives administrative direction from the Chief Human Resources Officer and provides general supervision to subordinate administrators and managers.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of organization, management, personnel administration, budget preparation, expenditure control, supervision and training
Collective bargaining law, labor agreement negotiations, and merit-system personnel
Federal, state and local legislation as it applies to human resources policies, rules and regulations
Education Code, Title 5 of the California Administrative Code, the Government Code, and Board Rules

Ability to:

Provide administrative leadership at the executive level
Develop and implement human resources reforms
Collect and analyze data and present effective oral and written reports
Establish and maintain effective relationships with officials of public and private organizations, employees, coworkers and the general public
Cope with crisis situations

ENTRANCE QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's degree. A graduate degree in business, public administration, industrial psychology or a related field is preferred.

Experience:

Five years of experience as a human resources executive, manager or administrator for a large public or private employer, or experience as a Superintendent of Schools or Assistant Superintendent of Schools, or comparable executive experience in a large school district.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Chief Human Resources Officer is a Senior Management class.
2. Exempt from FLSA.
3. Employees in these classes are subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
11-22-16
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