

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

POSITION

Senior Executive Director of Human Resources
Certificated Management

DEFINITION OF POSITION

The Senior Executive Director of Human Resources, under the supervision of the Superintendent, serves as the District's chief human resources officer; plans, organizes, directs, and administers the employee recruitment and selection, employment, transfer, promotion, layoff, and separation processes; aids in the planning, development, implementation, and maintenance of human resources operational policies, regulations, and guidelines; leads and facilitates Interest-Based Bargaining processes and promotes collaborative problem-solving between labor and management; plans, directs, and administers the District's employer/employee relations process, including negotiations, contract administration, and the resolution of labor disputes in alignment with applicable laws and collective bargaining agreements.

EXAMPLES OF DUTIES

The following are typical duties and responsibilities for positions in this classification. Any single position may or may not perform all of these tasks, and/or may perform similar related tasks not listed below:

- Articulate a vision for the Human Resources department; craft and support the vision with short and long-term plans; influence, establish, and sustain a department culture conducive to continuous improvement and service to staff.
- Serves as the advisor to the Superintendent and staff pertaining to human resources management, employer/employee relations, problems, issues, and concerns.
- Supervise, mentor, and evaluate Human Resources staff; provide ongoing staff development and training for department staff.
- Oversee all Human Resources and Professional Development database systems to ensure systems are functioning, providing accurate/timely information, and performing the intended service.
- Direct hiring for all district employees, including certificated, certificated management, classified, classified management, unrepresented, confidential, athletic coaches, and substitutes.
- Plan the district's staffing in each location, in cooperation with administrators and managers, to ensure the best use of the district's fiscal and human resources and meet the needs and goals of the building and district.
- Provide counseling, as needed, to certificated and classified employees to resolve complaints and other matters relating to personnel management.
- Serve as a liaison to labor organizations to analyze problems and develop alternative solutions.
- Develop and maintain a productive working relationship with collective bargaining groups to ensure good employee relationships.
- Direct the management of the district's collective bargaining agreements, including negotiations, evaluation, processing grievances, and supporting administrators in managing the collective bargaining agreements for all employees.
- Direct contract negotiations with certificated bargaining units to arrive at a mutually satisfactory agreement, including, but not limited to, wages, hours, working conditions, and contract language of employees represented by the bargaining units. This will be achieved using the IBB process and the California Labor Management Initiative.

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- Oversee all compliance issues including, but not limited to, Title IX, Section 504, Right to Know, Affirmative Action, Sexual Harassment, etc., supervise the preparation of all necessary state and federal surveys and reports and oversee the development and distribution of all district policy and procedure manuals for the purpose of compliance.
- Attend and present Human Resource agenda items to the Board of Trustees
- Serve as the Compliance Officer for Americans with Disabilities Act.
- Lead hiring, recruitment, and retention efforts with a strong commitment to legal compliance, equitable practices, and a workforce that reflects a broad range of backgrounds and perspectives.
- Oversee a system of personnel needs for all school employees in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, tenure, retirement, leaves, promotion, discipline, demotion, etc.
- Oversee the substitute teacher program to ensure adequate personnel are available on a daily basis.
- Design, implement, and lead a systemic wellness program for all employees.
- Seek and attend professional growth to maintain current knowledge of human resources and to maintain up to date on changing laws and regulations.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department and district.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Strong understanding of education law, district policies, and requirements related to human resources.
- Effective written and verbal communication skills.
- Problem-solving skills.
- Microsoft, Outlook, Excel, PowerPoint, Google platforms.

Abilities:

- Communicate effectively in large groups and individually, and facilitate group decisions.
- Maintain a cooperative working relationship with those contacted in the course of work.
- Collaborate with certificated and classified staff who reflect a broad range of backgrounds and perspectives.
- Support site and department administrators in all areas of personnel management
- Make independent judgments
- Demonstrate the ability to work in a team-oriented environment while being a self-starter
- Keep and maintain accurate records and meet deadlines
- Excellent communication and interpersonal skills, including the ability to work effectively with students, parents, teachers, and administrators in both oral and written form
- Work in a positive manner with students and staff members while exhibiting patience and compassion.
- Remain calm and professional in crisis situations and provide immediate support as needed.
- Work with frequent interruptions. Strong organizational skills and the ability to manage multiple responsibilities in a fast-paced environment.

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EXPERIENCE/EDUCATION

- A valid California Administrative Services Credential
- Minimum five years of successful teaching experience
- Minimum three years of successful experience as an administrator
- M.A. or Higher
- A valid California Driver's License
- Bilingual (Spanish) preferred

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids. May be required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

- Sitting: Frequently
- Standing/walking: Frequently
- Waist bending: Occasionally
- Neck bending: Occasionally
- Squatting: Rarely
- Climbing: Rarely
- Kneeling: Rarely
- Crawling: Rarely
- Neck twisting: Occasionally to frequently
- Waist twisting: Occasionally
- Pushing/pulling: Rarely
- Running: Occasionally

Reaching:

- Above shoulder: Occasionally
- Below shoulder: Frequently

Lifting/Carrying:

- 0-10 lbs: Frequently – weights carried 50 to 100 feet at a time
- 11-25 lbs: Occasionally – weights carried up to 100 feet at a time
- 26-50 lbs: Occasionally – weights carried from 10 to 100 feet at a time
- 51+ lbs: Rarely

Hand Activities:

- Repetitive hand use: Frequently
- Simple grasping: Frequently
- Power grasping: Occasionally
- Fine manipulation: Frequently
- Hand and arm twisting/turning: Occasionally
- Computer operations/writing: Frequently

SALARY AND WORK YEAR

The Senior Executive Director of Human Resources will be placed on the Certificated Management

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Salary Schedule and will have a work year of 225 days.

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Valid California driver's license and the ability to drive between multiple locations

BOT 6/10/2025