

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Chief Human Resources Officer	CLASSIFICATION:	Non-Represented Management – Superintendent's Cabinet
SERIES:	Chief Officer	FLSA:	Exempt
JOB CLASS CODE:	0219	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range 29 Salary Schedule A-C
REPORTS TO:	Deputy Superintendent	BOARD APPROVAL:	02-18-10
		CABINET REVISION:	02-11-15

BASIC FUNCTION:

Provide leadership and expertise in human capital management and human resources throughout the district the

Ensure ongoing communication with Principals, central office staff, legal staff, labor leaders, other district staff, and the community to strengthen the effectiveness of labor and staff relations, employment services, and reward/recognition system. **E**

Visit school sites and district offices on a regular basis to observe human relations practices, school culture and climate, and student/staff administration/community interpersonal relationships. **E**

Make recommendations on human capital initiatives and human-resources impact on the district's Strategic Plan; provide policy formulation for and contributes input to the Strategic Plan; provide for the preparation of reports and interpretations of human resources-related data for district staff, the public, and management decision-making; advise the Superintendent and Board of Education on district human resources activities and issues; prepare reports as needed to assist the Superintendent and Board of Education in decision-making. **E**

Provide interpretations of legislation, laws, regulations, policies, and procedures related to employment, classification and compensation, labor, employment records, investigations, and finalization of allegations and complaints; advise district management and staff on employment and education discrimination, harassment, Section 504, and Title IX activities and issues; act as a key spokesperson for human resources matters. **E**

Oversee the coordination of the district's discrimination, harassment, employee ADA accommodation, and misconduct investigatory processes; ensure resolution of allegations and complaints are timely; ensure disciplinary actions are implemented in a fair and consistent manner; ensure compliance for background checks and outcome of background checks in accordance with legal mandates. **E**

Conduct research on current trends in human resources; provide ongoing training to enhance the professional skills of assigned staff; acquire, maintain, and provide current state-of-the-art status in methods and techniques; coordinate with local, state, and national alliances, institutions, or agencies. **E**

Develop and maintain ongoing professional development training programs for district

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select emp

Provide leadership to negotiating teams.

Develop and present negotiating strategies.

Administer the district's grievance procedures.

Work across cultures and communities.

Evaluate and assess the effectiveness of teams, programs, and individuals.

Work independently, coordinate multiple activities simultaneously, and work flexible hours.

Prepare and deliver effective presentations to diverse audiences.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with district staff and administrators, students, parents or