



DIRECTOR OF TALENT ACQUISITION & RETENTION

Classification: Director Level III

Location: District Office

Reports to: Executive Director of Human Resources

FLSA Status: Exempt

Employee Group: Executive/Managerial

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

The HR Director is responsible for management, planning, and administration of a major portion of the District's human resource management program. The HR Director develops and supervises the assigned program providing direction, training, and assistance to assigned HR specialist and staff.

Part II: Supervision and Controls over the Work

Serves under the direction and administrative supervision of the Executive Director with primary responsibilities for recruitment, benefits, and substitute management. Responsible for results in terms of effectiveness of planning, policies, and programs; and for contribution to and achievement of human resource management goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities

Program Administration:

1. **Recruitment and Placement:** Provides guidance for conducting recruitment for vacant positions or anticipated vacancies. Coordinates with HR Director (Classified), HR Director (Certificated), and supervisors of vacant positions, to identify essential qualifications and determine target recruitment sources. Interprets and assures compliance with collective bargaining agreements. Assists and guides supervisors in interview strategies, candidate screening, and evaluation and selection techniques. Reviews and/or approves recommended selections.

Supervises student teacher placement, alternative route programs and candidates, and monitors the performance and quality of substitute performance as part of the overall recruitment program.

2. **Contract Negotiations:** Participates in the collective bargaining process on proposals and issues that impact recruitment, employee benefits, substitute management, and other assigned programs. Continually monitors the application of collective bargaining agreement provisions to assure compliance and to identify changes that would enhance the human resource management program. Participates in conducting research for developing bargaining proposals and strategies and analyzing and developing positions and responses



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on union proposals. Provides guidance and support to managers to assure compliance with contract requirements.

3. **Labor Relations:** In coordination with HR Directors (Classified and Certificated), maintains open communications and liaison with union representatives concerning recruitment and benefits. Responds to union inquiries; participates in resolving issues; and assists in grievance processing and resolution on issues with assigned program areas.
4. **Reporting:** Compiles and maintains data and prepares reports and budget input as required by the district and the state and federal government. Reports may be complex and require extreme accuracy to prevent a negative impact on programs and budgets.
5. **Represents HR** by participating in, or leading, a variety of committees. Serves as Affirmative Action Coordinator and point of contact.

Program Leadership:

Assists and supports the Executive Director in the following:

1. **Planning and Programming:** Participating in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Developing strategies and programs that respond effectively to anticipated needs and the changing profession.
2. **Policy Formulation and Guidance:** Participates with HR Directors in formulating policies necessary to implement program management goals and objectives and to assure effective operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees and managers and the organization.
3. **Program Direction and Staff Supervision:** Assists in recruiting and assigning staff assuring that they possess and practice the values necessary to achieving the level of program delivery and customer service that is essential to a highly effective organization. Assessing, evaluating, and providing for training and professional development of subordinate staff. Creating communication, collaboration and coordination processes that assure all staff members are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support.
4. **Program Evaluation, Analysis and Feedback:** Administering a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. Participating in conducting a comprehensive assessment review of programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to the Superintendent to share the program evaluation results.

Performs other duties as assigned.

Part IV: Minimum Qualifications



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1. Must have successful experience in working with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree or equivalent in assigned or closely related areas of study.
3. Minimum of five years of experience in performing the full range of HR functions that demonstrates the ability to provide HR program supervision and leadership. Must include experience in a unionized environment.
4. Strong analytical and problem-solving skills, and understanding of client-centered support and services.
5. Excellent oral, written, presentation, and interpersonal communication skills.
6. Ability to work both independently and cooperatively and to provide team leadership.
7. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
8. Ability to remain calm, deliberate, and tactful in stressful, emotional, or highly charged situations.

Part V: Desired Qualifications

1. Advanced degree preferred.
2. Experience in a public-school setting preferred.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment 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 is frequently required to sit, talk, lift, carry, move about, hear and speak.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.