

Article IX.A.            Human Resources

Under the direction of the Board and superintendent, the director of Human Resources will administer the employment of all personnel and approve specific employees for all non-administrative positions. In order to accomplish this assignment, the Office of Human Resources:

- Complies with all state and federal laws governing recruiting, employment and promotion of all personnel
- Consults on personnel matters to the Board, the superintendent, principals and other administrators and the district negotiating team
- Recruits, evaluates and validates for employment the recommended best qualified applicants available to fill District vacancies
- Directs contracting procedures and annual salary changes
- Assigns employees to vacated positions
- Coordinates staffing allocations based on District needs
- Facilitates transfer and placing of surplus employees
- Establishes and maintains proper personnel records
- Checks on proper certification and requests authorization when necessary
- Processes leaves-of-absence requests
- Coordinates the processing of short-term disability claims
- Represents the District in unemployment hearings and other related matters
- Administers employee recruitment programs, both the regular and the early-incentive programs
- Coordinates Worker's Compensation claims with the employee and Employee Benefits Services
- Coordinates and manages employee job classification systems
- Prepares Board approved employee work day calendar