

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Chief Human Resources Officer and Lead Negotiator	CLASSIFICATION:	Non-Represented Management – Superintendent's Cabinet
SERIES:	Chief Officer	FLSA:	Exempt
JOB CLASS CODE:	9894	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range37 Salary Schedule A
REPORTS TO:	Superintendent	BOARD APPROVAL: CABINET REVISION:	6-20-2024, 02-18-10 02-11-15

BASIC FUNCTION:

Provide leadership and expertise in human capital management and human resources throughout the district to meet the needs of Sacramento City Unified School District

Accountable for labor and employment litigation before state and federal courts and administrative agencies.

Build/Develop//Prepare/ Coordinate/Maintain:

Communicate and collaborate with other administrators, district personnel, outside organizations, and exclusive representatives to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism.

Assist with the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. E

Attend/Meet:

Meet and negotiate with exclusive representatives and maintain records of all negotiations sessions; work collaboratively with the Superintendent to develop and recommend objectives and negotiation strategies for the district's overall bargaining process. E

Makes visits to schools and community activities on an unvarying basis.

Ensure the development, implementation, and maintenance of departmental information systems; ensure that necessary reports are prepared, including reports for state and federal compliance purposes; monitor and assist with monitoring compliance issues; maintain currency on rules, regulations, district policies, and other requirements for compliance; ensure records are maintained in accordance with legal mandates.

Develop assigned departmental budgets and ensure expenditures of approved budget in conformance with district fiscal procedures. E

Supervise, evaluate, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff.

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- x Functions of personnel, contract interpretation, investigation, evaluation, supervision, and discipline.
- x Administrative and collective bargaining practices and techniques.
- x Compensation practices and personnel procedures and practices.
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Chief Human Resources Officer and