

close vision, distance vision, peripheral vision, and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Staffing and Recruitment

GENERAL RESPONSIBILITIES

1. Maintains and enhances the District's human resources.

SPECIFIC RESPONSIBILITIES

1. Attracts qualified applicants by identifying sources of applicants; developing advertising campaigns; establishing rapport with referral sources, and organizing internal communication programs.
2. Reviews candidates for referral to building principals by analyzing qualifications and matching with hiring criteria.
3. Meets short-term staffing needs by hiring temporary, part-time and summer employees.
4. Maintains human resource records by developing and supervising filing and documentation systems; insures confidentiality.
5. Prepares special reports by collecting, analyzing, and summarizing information and trends.
6. Completes division operational requirements by scheduling, assigning and training division employees; follows up on work result; participates on assigned committees.
7. Assists in developing positive labor relations by participating as an active member of the collective bargaining teams as assigned by the executive director; assists in resolving grievances; advises administrators on contract issues.
8. Maintains personnel rosters assigned to each district site.
9. Initiates and monitors contracts for assigned employees by determining eligibility for contracts and analyzing state laws and bargaining agreements
10. Supervises the preparation of portions of the Board packet.
11. Performs other duties as assigned.