



**EL CAMINO REAL CHARTER HIGH
SCHOOL**

A California Distinguished School

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BRAD WRIGHT
Board Chair

DAVID HUSSEY
Executive Director

JOB DESCRIPTION

Job Title:	Director of Human Resources
Department:	Human Resources
Reports To:	Executive Director or Designee
Salary Scale:	Classified Management Starting Salary \$101,960.51-\$126,817.47
FLSA:	Non-Exempt
Work Calendar:	260 Days

Job Duties, Responsibilities, Qualifications, and Requirements

Job Summary	The Director of Human Resources is responsible for leading and overseeing all Human Resources policies, processes, and programs for the Charter School, and is responsible for managing the Human Resources team in order to ensure the overall effectiveness of the department. The Director of Human Resources advises management and employees of Human Resources-related matters and in adherence with best practices will manage the Charter School’s benefit programs, recruiting, employee on- boarding and exits, and will ensure compliance with regulatory guidelines.
Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Participate in the development and implementation of goals, objectives, policies, and procedures related to the Human Resources department. • Plan, coordinate and direct all personnel procedures related to employment applications and hiring, promotions, resignation, leaves of absence, compensation, employee benefits, and placement/advancement as warranted. • Keep up to date and informed of all laws, rules and regulations related to the School’s Human Resources needs, including wage and hour laws, leaves of absence laws (including, but not limited to, sick leave, FMLA, CFRA, and Pregnancy Disability Leave), and accommodation requirements/requests. • Coordinate and oversee, with the responsible administrator, all investigations and reports/documentation related to claims of employee misconduct. • Assist in developing and implementing accounting and HR procedures by analyzing current procedures; recommend changes as warranted. • Assist in developing and implementing the School’s Employee Handbook. • Become familiar with and proficient in the implementation of the Collective Bargaining Agreements for the School’s labor unions, particularly as they relate to employee discipline procedures. • Supervise and evaluate all clerical staff. • Work in the School’s ERP to support smooth workflow and process. • Maintain employee files and HR electronic filing system in ERP and the School’s payroll system. • Lead and assist with compliance with mandatory training requirements. • Lead and assist with compliance with California regulations regarding teaching credentials. • Lead and assist in on-boarding process by administering new-hire paper work including

The mission of ECRCHS is to prepare our diverse student body for the next phase of their educational, professional, and personal journey through a rigorous, customized academic program that inspires the development of students’ unique talents and skills, builds character, and provides opportunities for civic engagement and real-world experiences.

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	<p>background checks and e-sign documents; confirm rate-in for certificated staff.</p> <ul style="list-style-type: none">• Lead and assist in off-boarding process by preparing all necessary documentation and conducting the exit interview.• Lead and assist in employee orientation, trainings and recordkeeping.• Lead and assist in investigating claims, grievances, and disciplinary actions; maintain confidential files and records related thereto.• Oversee benefits administration, recordkeeping and reconciliation of benefits.• Calculate salary changes; receive and evaluate transcripts for salary placement; update salary records according to advancement requirements.• Perform other related duties as assigned.
<p>Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.</p>	
<p>Education and Experience:</p>	<ul style="list-style-type: none">• Bachelor’s degree in HR-related field required. Master’s Degree in human resource management or business administration or related field highly preferred. Will consider SHRM certification in lieu of Master’s Degree.• Five+ years’ experience in Human Resources in a managerial/supervisory role• Knowledge of Human Resources rules, processes, and best practices• Knowledge of rules and regulations related to employee benefits• Knowledge of rules and regulations related to employee leaves of absences, including workers compensation laws• Good interpersonal skills and ability to communicate effectively highly preferred• Good writing skills highly preferred
<p>Knowledge & Abilities – Minimum Requirements</p>	<ul style="list-style-type: none">• Knowledge of best practices for an HR department required. Prior experience planning and creating policies and procedures for an HR department preferred.• Knowledge of leave laws (including, but not limited to, FMLA, CFRA, and Pregnancy Disability Leave, as well as recent law related to COVID-related leave) required.• Knowledge of meal and rest break laws for non-exempt employees required.• Ability to interpret, enforce, and train others in the rules and procedures as set forth in an Employee Handbook and/or Collective Bargaining Agreements required.• Knowledge of relevant law and best practices in human resources, including conducting conferences and disciplinary procedures as required.• Excellent writing skills required.• Excellent oral communication skills required.• Ability to plan, organize, prioritize, and manage time for self and others.• Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.• Ability to communicate effectively with students, supervisors, co-workers, parents, community representatives, and other stakeholders, both individually and as a group.• Ability to cope with crisis situations and prioritize tasks as needed.
<p>Work Environment</p>	<p>The work environment characteristics described herein 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.</p>

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Physical Demands	The physical demands 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.
Right to Revise	<p>This job description is not meant to be all-inclusive, and additional duties and responsibilities may be assigned without prior written notice. The school reserves the right to revise this job description as necessary, without advance notice.</p> <p>The statements made herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, nothing herein shall be construed as a contract for employment.</p>

ECRA Management Salary Table
2023-24

Table Increase 2% effective 7/01/23					
Job Title (Days)	Steps				
	1	2	3	4	5
Manager, Human Resources (249)	\$ 73,142.60	\$ 77,348.10	\$ 81,549.84	\$ 86,193.89	\$ 90,910.38
Payroll Specialist (260)	\$ 76,373.40	\$ 80,764.00	\$ 85,151.83	\$ 90,001.02	\$ 94,926.41
Marketing and Communications Outreach Coordinator	\$ 76,850.07	\$ 78,387.05	\$ 79,954.10	\$ 81,552.30	\$ 83,265.43
Plant Manager, Buildings & Grounds (260)	\$ 80,738.68	\$ 82,353.43	\$ 83,999.78	\$ 85,678.85	\$ 87,478.66
Manager, Accounting & Finance (260)	\$ 85,746.20	\$ 90,556.60	\$ 95,558.19	\$ 101,001.75	\$ 106,578.33
Manager, Network Analyst (260)	\$ 85,746.20	\$ 90,556.60	\$ 95,558.19	\$ 101,001.75	\$ 106,578.33
Payroll Manager (260)	\$ 94,806.67	\$ 99,547.00	\$ 104,524.35	\$ 109,750.57	\$ 115,238.10
Manager, Information Systems (260)	\$ 94,806.67	\$ 99,547.00	\$ 104,524.35	\$ 109,750.57	\$ 115,238.10
Director, Human Resources (260)	\$ 101,960.51	\$ 107,519.07	\$ 113,612.43	\$ 120,071.56	\$ 126,817.47
Director, Accounting & Finance (260)	\$ 101,960.51	\$ 107,519.07	\$ 113,612.43	\$ 120,071.56	\$ 126,817.47
Director, STEAM and Sustainability (249)	\$ 97,647.16	\$ 102,970.88	\$ 108,806.85	\$ 114,992.64	\$ 121,453.31
Director, Student & Teacher Technology (260)	\$ 109,025.96	\$ 115,199.89	\$ 121,713.71	\$ 128,607.01	\$ 135,838.82

Differentials

Master's	3,000
PhD	5,000