



Oakland School for the Arts (OSA) is a dynamic, thriving, diverse charter school in an urban environment that serves approximately 820 students in grades 6-12. We are seeking full time Human Resources Director to join our outstanding staff.

The Director Human Resources serves as a member of the school leadership team and is responsible for all aspects of HR.

Duties include but are not limited to:

- Serve as an inclusive culture builder to realize a positive culture tied to a commitment to equity, excellence, diversity, and inclusivity
- Recruit faculty and staff:
 - Maintain liaisons with colleges, universities, local, state, and national agencies relative to employee recruitment and personnel management
 - Posting positions
 - Scheduling interviews
 - Reference checks
 - Background checks
 - Position classification, wage and salary administration
- Manage termination process
- Oversee investigations and ongoing employee relations issues
- Consult with legal counsel on personnel issues
- Process personnel changes and submit to payroll
- Approval of payroll
- Plan, organize, develop and recommend personnel policies and regulations, statements and operational procedures and guidelines
- Review, analyze and evaluate pending legislation, legal mandates, regulations and guidelines related to personnel matters
- Maintain personnel and benefit files
- Oversee benefits package: Recommend benefits package, negotiate contracts and manage relationship with benefits broker
- Administer leaves of absence including but limited to: FMLA, CFRA, disability, and unpaid leaves
- Oversee management of unemployment insurance and workers compensation policies and claims
- Maintain employee records including criminal background checks, tuberculosis clearance, credentials, mandated trainings, etc.
- Schedule required mandatory trainings
- Respond to questionnaires, surveys, and correspondence from OUSD, research or professional organizations requesting information on OSA's personnel program.
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree preferred
- Knowledge of:
 - Federal and state labor laws
 - Workers' Compensation laws
 - Benefits insurance
 - COBRA
 - CalSTRS
- Prior leadership roles with demonstrated strong results
- Ability to multitask effectively and prioritize strategically
- Ability to approach situations with optimism and perseverance
- Demonstrates flexibility when plans or situations change unexpectedly
- Strong communication and interpersonal skills

Salary based on qualifications and experience, competitive benefits package.

Apply at: <https://www.edjoin.org/Home/DistrictJobPosting/1417611>

NON-DISCRIMINATION POLICY

OSA does not discriminate in any program, activity, or in employment on the basis of actual or perceived age, sex, race, ethnic background, veteran status, ancestry, pregnancy, national origin, physical or mental disability, medical information, marital status, genetic information, sexual orientation, gender or religion.