

Senior Human Resources Representative

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Published Date: Apr 1, 2025

Location: US

Company: Los Angeles Unified School District

SALARY DETAILS

\$48.81 - \$60.77 Hourly

APPLICATION FILING DATES

Open: 4/1/2025

Close: Until filled

INFORMATION ABOUT LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life. LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD EMPLOYEES: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200 or via their page www.lausd.org/helpdesk

DEPARTMENT OR SCHOOL SITE

There are anticipated vacancies within the department of Talent & Labor Relations.

The resulting eligibility list may be used to fill future vacancies in other various departments.

PROJECT

A Senior Human Resources Representative assists administrative personnel in a large organizational unit by planning, initiating, and coordinating activities in such areas as personnel management, staff development, and related staff functions.

BENEFITS

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Full-time employees earn up to two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: Up to 13 days.

JOB DUTIES/RESPONSIBILITIES

- Advises administrators, supervisors, and employees regarding merit system rules and procedures, assignment procedures, collective bargaining agreements, grievances, disciplinary actions, discrimination complaints, and other personnel matters.
- Confers with employees and their representatives in efforts to resolve problems of employer/employee relations.
- Investigates employee disciplinary problems and recommends and initiates appropriate action.
- Investigates employee complaints of harassment or discrimination filed with the District or governmental agencies and recommends and initiates appropriate action.
- Advises compliance with leaves of absence in accordance with State and federal laws including but not limited to, Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), disability, and workers compensation; and determines employees' eligibility for leaves of absence.

- Participates in reasonable accommodation meetings with employees requesting to return to work after a medical leave of absence.
- Determines employee training needs and arranges for or conducts training sessions.
- Reviews position descriptions for accuracy, completeness, and appropriateness of action or request.
- Maintains records on disciplinary actions, grievances, Public Employment Relations Board (PERB), discrimination complaints, and related matters.
- Contacts Personnel Commission offices in order to request examinations and assignments of personnel.
- Confers with representatives of the Office of Labor Relations regarding collective bargaining proposals, history, and contract interpretation.
- Conducts special studies regarding community payroll practices, personnel policies, and organizational structures in other public agencies.
- Conducts and monitors grievance proceedings and responds for the administration.
- Represents a division or branch at disciplinary hearings and in arbitrations.
- Provides assistance through documents and/or testimony to other operating departments with regard to legal/administrative proceedings.
- Represents a branch in the implementation of the federally mandated drug testing, worker's compensation cases and lawsuits, and early return to work.
- May represent a division or branch at a variety of meetings, such as those of the Personnel Commission and labor/management.
- May conduct interactive process meetings.
- May coordinate bidding procedures for school bus routes
- Performs related duties as assigned.

MINIMUM REQUIREMENTS

Education: Graduation from a recognized college or university with a bachelor's degree, preferably including courses in personnel administration, industrial psychology, school business management, and public or business administration. Additional experience may be substituted for two years of the required education on a year-for-year basis.

Experience: Four years of experience in a professional-level staff position, including three years of technical human resources experience, preferably in discipline policies and procedures that included analyzing and interpreting human resources regulatory compliance, and investigating, analyzing, and resolving disciplinary matters and complaints. A master's degree in public or personnel administration, industrial organization or industrial psychology, or a law degree from a recognized college or university may be substituted for one year of the professional-level experience.

Note: Professional level experience is defined as duties performed that typically require the exercise of analytical ability and judgement; are predominantly intellectual; are varied in character; and the output cannot be standardized. Professional level duties must be performed for a majority of the time, as a primary responsibility of your role, and with minimal input and guidance from your supervisor. This level of experience and skill often includes (at a minimum) obtaining a Bachelor's degree in a related field.

Special: A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

DESIRABLE QUALIFICATIONS

The ideal candidate for the position of Senior Human Resources Representative should demonstrate strong experience in handling employee relations matters, including internal investigations, coaching and counseling, initiating and recommending disciplinary actions, and representing the District in hearings. S/he will display solid experience with independently developing and conducting training to large groups of employees on employee relations topics, while also providing guidance and advice to administrators and managers on employment laws, District rules, policies and procedures.

In addition, the ideal candidate will have/demonstrate:

- Strong interpersonal skills
- Effective conflict resolution strategies and consultation techniques
- Excellent communication skills, both orally and in writing
- Exceptional analytical skills to analyze data for patterns and trends
- Experience working with Unions

- An understanding of how the Collective Bargaining Agreement is enforced and interpreted
- Knowledge of principles, policies, and practices of public personnel administration, Merit System and related provisions of the California Education Code, Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ACA), Family Medical Leave Act, California Family Rights Act, Labor, and other codes, laws, rules, policies, procedures, and union contracts

EMPLOYMENT SELECTION PROCESS

The selection process will tentatively consist of a Scored Questionnaire, Technical Writing Project, and Technical Interview.

This recruitment will utilize Selective Certification. Some classified positions may require special knowledge or experience for which Selective Certification may be made according to the Education Code Section 45277.5. Selective Certification is a tool that allows management to interview additional candidates beyond the top three (3) overall ranks who possess specialized knowledge, skill, or experience in an area which is not widely expected in the overall recruitment pool, is not readily developed on the job, and yet is consistent with the overall concept of the classification. Selective Certification options will be sent to you after your application has been reviewed and qualified.

We anticipate receiving a number of well qualified applicants for this position; therefore, there will be a competitive process.

Please be sure to include correspondence from @lausd.net and @successfactors.com as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder.

For more information about the LAUSD employment assessment process, visit the hiring process section of our website at <http://www.lausdjobs.org>

APPLICATION PROCESS

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION? Email us at helpmeapply@lausd.net

If you have questions regarding this recruitment, please contact the HR Specialist in-charge, Sofia Montenegro, at sofia.montenegro@lausd.net

To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org>

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

ADDITIONAL POSTING INFORMATION

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance. For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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