

Job Title:	<b>Director of Human Resources</b>	Reports to:	<b>Superintendent</b>
FLSA Status:	<b>Exempt</b>	Supervisor duties:	<b>HR Staff</b>
Classification:	<b>Classified/Certified - Admin</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	This position acts as a lead in the delivery of human resource services. This position is responsible for performing in-depth and complex human resources duties under minimal supervision		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public, as is applicable to the position.
- Responds with tact and courtesy in public or telephone contact situations and provides information requiring a knowledge of district policies and procedures.
- Separates those items that are of a confidential nature from those that are not.
- Works independently with little supervision.
- Selects, trains, motivates and evaluates assigned staff; works with employees to correct deficiencies; Implements improvement plans and discipline procedures; and may recommend disciplinary actions.
- Communicates with other employees, departments, administrators, applicants, and the public for the purpose of providing information, guidance, and assistance concerning recruitment, employment, transfers, personnel records, employee benefits, leaves, certifications/licenses, evaluations, and related legal requirements.
- Ensures effective and appropriate policies and procedures are followed for the purpose of being timely, accurate, legal, and to meet department and district organizational objectives.
- Coordinates the substitute, coach, classified, professional, and certified employment process for the purpose of meeting district staffing requirements while complying with established guidelines, ensuring HR Specialists are doing the same.
- Coordinates the activities of other HR Specialists and assigned HR staff for the purpose of ensuring all appropriate duties are accomplished in a satisfactory manner and deadlines are met effectively and efficiently.
- Monitors and complies with personnel recordkeeping procedures.
- Manages the district's benefits and retirement programs; recommends plan document modifications; supervises open enrollments; and monitors contract renewals.
- Maintains financial data relating to health care costs (monthly claims, administrative costs, utilization, analysis of benefits plans). Solicits recommendations to district information materials, policies, regulations, and procedures, as appropriate.
- Manages the district's recruitment and employment processing programs; recommends and implements changes to processes; oversees vacancy postings; personnel action request (PAR) processing; preparation of documents and reports for the governing board; and compliance with district and legal requirements.
- Manages the district's substitute employee program; recommends changes and modifications to procedures and handbooks; recruits, interviews, and selects substitute staff; ensures orientation and applicable training; coordinates assignments to meet the needs of the district; investigates complaints and issues and makes recommendations for follow up actions; supervises the substitute staff coordinator.
- Makes recommendations to the Superintendent with regard to establishing and maintaining compliance with acceptable federal, state, and local labor laws and regulations.
- Identifies, researches and develops data analyses for special projects, as assigned.
- Attends and participates in professional groups, committees, and seminars; stays abreast of new trends and developments in the field of human resources, training and management.
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge school district rules, regulations, policies and procedures
- Strong organizational and interpersonal skills dealing with a diverse range of people.

- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of complex budgets preparing and managing
- Knowledge of employment laws and applications for legal compliance
- Ability to independently plan, manage time and manage an office
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Skill in reading, analyzing and interpreting financial records, reports and regulations
- Skill in developing and projecting budgetary expenses
- Skill in delegating, assigning and evaluating work performance of assigned staff
- Skill in managing multiple programs and departments
- Skill in written and oral communications
- Skill in establishing and maintaining effective working relationships

## **QUALIFICATIONS & REQUIREMENTS:**

### **Education & Experience:**

- Bachelor's Degree in Human Resources or a related field.
- Minimum of five years increasingly responsible professional experience in human resources duties.
- Must possess positive public relations skills
- Demonstrated experience in HRIS programs, application processing, employee management

**Computer Proficiency:** MS Office Suite, Google Suite

## **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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, and walk. The employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 25 pounds.

## **WORK ENVIRONMENT:**

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*