

TITLE: DIRECTOR OF PERSONNEL

QUALIFICATIONS

1. Background that provides comprehensive experience in a personnel related field, extensive personnel experience in the public sector and educationally related or service organizations
2. Knowledge of principles, practices, and trends of public personnel administration in such areas as the evaluation of certificated and classified employees, recruitment, examination, classification, and wage and salary administration
3. Knowledge of the operations of school district educational and administrative functions
4. Familiarity with policies and laws which impact employer/employee relations, content of collective bargaining agreements, approaches to negotiations, law, risk management principles, and organizational psychology
5. Demonstrated ability to work effectively in the areas of supervision of programs and staff
6. Strong leadership and communication skills
7. Ability to assemble and analyze data and make appropriate recommendations to school officials, and the Board
8. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO Superintendent

JOB SUMMARY

To be responsible for the administration and coordination of classified and certificated functions of the Human Resources Division. To plan, organize, and direct a comprehensive human resources program, including recruitment, selection, classification, wage and salary administration, employee relations and collective bargaining. To serve as the principal advisor to the superintendent regarding employee and labor relations matters.

MAJOR DUTIES AND RESPONSIBILITIES

Sharing Knowledge

1. Keep abreast of new theories, trends, and practice pertaining to grievance, legal matters, conflict resolution, suspension and leaves of absence, and termination
2. Interpret federal and state law, administrative rules, and Board policy relating to employer/employee relations and advise, direct, and assist, as necessary, in their implementation
3. Interpret district policies, practices, and procedures to administrators, teachers, classified staff, and applicants.
4. Serve as a resource person for information relative to the federal and state law, administrative rules, and Board policy pertaining to education and personnel practices
5. Develop personnel policy proposals and recommendations
6. Conduct analyses for district and state reports
7. File reports in a timely manner, seeking Board approval when appropriate
8. Plan, direct, and manage the human resources function for the district's certificated and

classified employees

9. Manage and coordinate school and district programs for attracting, selecting, and developing personnel appropriate to specific programs, roles, and job needs
10. Administer all classified and certificated personnel programs of the district in conformity with the requirements of appropriate federal and state law, administrative rules, and Board policy
11. Manage all personnel actions, assignments, transfers, reassignments, promotions, demotions, and dismissals of personnel
12. Manage and maintain a district-wide staffing profile
13. Manage and maintain the record-keeping for a system of performance evaluation for employees
14. Provide specialized assistance in the handling of employee problems
15. Train subordinates

Employee Relations and Evaluations

1. Assist with collective bargaining for all bargaining units
2. Be responsible for representing the district in the investigation and resolution of compliance issues and contractual disputes
3. Be responsible for employer/employee relations, labor negotiations, contract management, grievance processing
4. Participate as a representative of the district during employer/employee contract negotiations
5. Coordinate retirement incentive/option programs
6. Consult with employees on retirement related issues
7. Represent or, as appropriate, assist in representing the district at compliance agency hearings
8. Provide leadership for the Human Resources staff
9. Manage human resources functions related to certificated and classified personnel
10. Direct and evaluate the work of the clerical and technical staff of human resources
11. Coordinate classified and certificated personnel evaluation systems

Other

1. Assist with development of the annual budgets for human resources and employee-employer relations and monitors expenditures
2. Monitor district human resource related litigation
3. Work collaboratively with other departments, agencies, and work sites
4. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance of professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
5. Seek assistance should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command
8. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the superintendent in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT:

Appointed annually to serve at the pleasure of the Board. Salary to be determined by the Board.

NOTE:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Printed Name

Date

Signature