

Job Title: **Human Resources Director**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July 2015**

Job Code: **3099**
 FLSA Status: **Exempt - E**
 Pay Range: **L 14**
 Work Year: **12 months**

SUMMARY: Develop and implement human resources policies and procedures; coordinate classified and certified employee relations issues and practices; conduct investigations, facilitate process of litigation, unemployment, EEOC, Fair Labor Standards, ADA and various employee/association grievances; keep abreast of legal issues and serve as a resource to administrators and supervisors for Human Resources functions; direct responsibility to manage total employment and recruitment function.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
<p>1. EMPLOYEE LABOR RELATIONS:</p> <ul style="list-style-type: none"> • Conduct investigations, prepare and develop employee relation issues and practices. Facilitate processing of litigation, unemployment hearings, workers compensation claims/hearings, EEOC, Fair Labor Standards. Assist in development of education and facilitation programs. Work on various employee relations projects. • Maintain current knowledge of and ensure that Human Resources and district staff comply with Superintendent policies and interpretations, state and federal laws and classified/certified master agreements. • Consult and advise supervisors and administrators regarding issues of compliance of classified and certified master agreement. Monitor all Progressive Discipline Actions. • Responsible for CBI and FBI reports on employees. Conduct interviews with employees regarding disposition of charges, determine level of discipline (administrative leave and/or separation of employment). • Responsible for day-to-day administration of policies covering workers compensation claims and appropriate placement of employees regarding accommodations. • Establish and maintain positive working relationships with key district staff and association/bargaining units' leadership in order to maximize effectiveness of Human Resources toward the achievement of Board Ends. Respond to all Classified and Certified Grievances filed by both associations and facilitate resolution (mediation, administrative transfer, demotion or separation of employee). 	Daily	40%
<p>2. RECRUITMENT:</p> <ul style="list-style-type: none"> • Direct responsibility to manage total employment and recruitment function; reduction in force staff, administrative transfers. • Recruit qualified candidates for classified/certified/administrative positions. • Interview prospective applicants (using the Haberman Interview Model) and evaluate qualifications. Make offers of employment. • Participate in local/state/out of state Job Fairs. • Develop and facilitate minority recruitment committee and monitor minority hires. 	Daily	35%
<p>3. CONTRACT NEGOTIATIONS: serve as Classified chief spokesperson and on Certified negotiation team to negotiate yearly contracts and to develop contract language to ensure language meets Board Ends statements without violating operating limitations or superintendent policies.</p>	Annually	5%
<p>4. PERFORM OTHER RESPONSIBILITIES including but not limited to:</p> <ul style="list-style-type: none"> • Coordinate exit interview process. Develop a plan and manage efficient data accumulation of exit survey information and analyze information to determine themes of reasons employees have exited the school district. • Coordinate a face-to-face student/teacher ratio count in October and February. • Administer, organize and conduct training (positive discipline and classified evaluation) for 	Monthly	20%

supervisors. Review and monitor classified/certified remediation plans and offer input/feedback to supervisors regarding plans.		
<ul style="list-style-type: none"> • Direct supervision of Human Resources Department in absence of Chief Human Resource Officer. 		
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in Human Resources or related field.
- Minimum of five years of experience in human resources or related field.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- None required

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Possess current training/knowledge in the areas of Employment Labor Laws.
- Possess current training in EEOC laws and have knowledge and written skills to respond to EEOC complaints.
- Possess current training in Contract Negotiations.
- Possess current training and understanding of Workers’ Compensation process and accommodations for employees, and working/coordinating with supervisors to ensure the district is in compliance with Workers’ Comp law.
- Have thorough knowledge of Superintendent’s policies an how they may be applied from a Human Resource perspective in discipline and separation of employees.
- Have a thorough knowledge of how to conduct an investigation regarding: hostile work environment, sexual harassment, ADA noncompliance, EEOC.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Normal office equipment such as computer, printer, fax, phone system, copier.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Human Resource Officer	3076

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	HR Service Representative	1	060220
	Employment Manager	1	061127
	Benefits Manager	1	070618
	HR Processing Manager	1	090507
	Employee/Labor Relations Specialist	1	05011

- Authority to administer discipline as well as terminate employees. Authority to make administrative decisions in absence of the Chief Human Resource Officer.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	