

Job Title: **Human Resources Director**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 Months**

Job Code: **3099**
 FLSA Status: **Exempt - E**
 Pay Range: **L 16**

SUMMARY: Responsible for supporting efforts related to the district’s strategic plan including directing recruitment efforts, work-force development, hiring processes, performance/evaluation systems, training and advising administrators in labor and employment matters. The director will have knowledge of district, state and federal policies and regulations, including EEOC, Fair Labor Standards, ADA, workers compensation and unemployment. Administer collective bargaining agreement between the school district and certified and classified employee associations. Direct responsibility to manage total employment and recruitment function. Oversee daily department functions and responsibilities.

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
1. Direct responsibility to manage total employment and recruitment function, reduction in force staff, and administrative transfers. Recruit qualified candidates for classified, certified, and 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. Coordinate a face-to-face student/teacher ratio count in October and February.	D	25%
2. Serve on Classified and Certified negotiation teams to negotiate collective bargaining agreements and to develop master agreement language that meets Board Ends statements without violating operating limitations or district policies. Serve as Classified chief spokesperson.	M	20%
3. Conduct investigations, prepare and develop employee relation issues and practices. Facilitate processing of litigation, unemployment hearings, workers compensation claims/hearings, EEOC, Fair Labor Standards. Work on various employee relations projects. Maintain current knowledge of and ensure that Human Resources and district staff comply with District and Board of Education policies and interpretations, state and federal laws and classified/certified master agreements. 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).	D	25%
4. Assist in development of education and facilitation programs. Administer, organize and conduct training (positive discipline and classified evaluation) for supervisors.	M	5%
5. 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.	W	5%
6. 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. Train and advise supervisors and administrators regarding issues of compliance with BOE policy, federal and state laws a both the Certified and Classified Master Agreement. Respond to all classified and certified grievances filed by both associations and facilitate resolution including but not limited to mediation, administrative transfer, demotion or separation of employee.	D	10%
7. Responsible for day-to-day administration of policies covering workers compensation claims and appropriate placement of employees regarding accommodations.	M	5%
8. Perform other duties as assigned.	D	5%
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:

- PHR/SPHR/SHRM-SCP/SHRM-CP preferred
- Criminal background check required for hire

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 District policies and 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, District 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 stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- 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 Resources Officer	3076

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	HR Technician	1	040603
	Employment Manager	1	061127
	Compensation Administrator	1	5035
	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 Resources Officer.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for providing input into, and adhering to, budget line items for recruitment and staffing.

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		
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

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