

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
D	6	3	

JOB TITLE	CONTRACT REFERENCE
Director of Human Resources	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Superintendent	January 2019

JOB SUMMARY

Under the direction of the Superintendent, the Director of Human Resources (HR) is responsible for overseeing, planning and providing district wide leadership and guidance for the human resource function and its staff. The Director of HR formulates, develops, and recommends policies and procedures impacting HR operations and district-wide strategic plans and objectives and provides management support in the planning and implementation of district initiatives or programs from the HR perspective. The Director of HR oversees the functions and activities for contract negotiations; employee relations; benefits administration; leadership in monitoring and overseeing compliance with HR laws, rules, regulations or guidelines, leadership in developing and implementing HR strategic plan.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	<p>Manage Employee and Labor Relations</p> <ul style="list-style-type: none"> • Acts as chief negotiator for the district in employee contract negotiations and oversees the administration of labor agreements. • Negotiate contracts with organized employee groups. • Consult with Superintendent, School Board and other Leadership Staff regarding goals, objectives, and fiscal implications of bargaining. • Recommend tentative agreements for School Board approval. • Recommends changes in contract language and provisions. • Oversees the administration of union contracts and the interpretation of contracts. • Reviews and resolves employee grievances 	D6

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	<p>through the grievance process.</p> <ul style="list-style-type: none"> • Make recommendations to the Superintendent and Board regarding the resolution of HR problems and issues. 		
2.	<p>Develop and implement the department’s strategic plan aligned to school board to include:</p> <ul style="list-style-type: none"> • Assist in recruitment, screening, selection and assignment of all staff • Comprehensive employee needs assessment and evaluation of professional development to address employee needs • Organizational development aligned with overall district strategic plan, and goals and objectives for operational improvement • Provide direction in creating processes, systems, supports, and structures to ensure deliver high quality instruction throughout the system • Assist with providing a culturally inclusive and welcoming environment 	D6	
3.	<p>Manages and oversees the activities of HR staff and its operations.</p> <ul style="list-style-type: none"> • Supervises, evaluates and monitors the work activities, priorities and projects of HR staff. • Develops department work methods, procedures and policies. • Oversees and monitors and the selection, recruitment, and performance evaluations. • Assists in the development and implementation of staffing plans. 	C5	
4.	<p>Develops, implements and facilitates the new employee orientation program including their mandatory training, employee benefits, district administrative policies, regulations and general employee expectations.</p> <ul style="list-style-type: none"> • Provides, assists and answers questions of employees regarding benefits or compensation information for both new and retiring employees. 	C4	
5.	<p>Administers, analyzes, and monitors the district’s benefit programs.</p> <ul style="list-style-type: none"> • Administers the district’s health, dental, life and long term life insurance benefit offerings. • Oversees the administration and recordkeeping of district flexible spending plan and workers 	C4	

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	compensation. <ul style="list-style-type: none">• Oversees and monitors issues impacting OSHA and employee safety.• Analyzes employee benefits to assure district employee needs and yet monitor the fiscal implications of employee benefit provisions and provider costs.		
6.	Identify legal requirements and reporting regulations for human resources. <ul style="list-style-type: none">• Direct the preparation of information and reports requested or required for compliance.• Monitor and ensure District compliance with governmental laws and regulations.• Serves as the district’s EEO Officer and Sexual Harassment Officer.• Monitors district’s compliance with laws, rules, regulations and guidelines pertaining to human resources.	B3/C5/D6	
7.	Other duties as assigned.	N/B	

QUALIFICATIONS (Specific training or job experience required before appointment)**Minimum Requirements:**

- Bachelor’s Degree in Human Resources or Business Administration degree and/or experience required.
- 3-5 years’ experience in Human Resource management /supervisory experience.
- 3-5 years’ experience in collective bargaining

Preferred Requirements:

Master’s degree in Human Resource Management, Business Administration, Public Administration, Law or higher degree

District Administrative License

3-5 years’ experience in collective bargaining serving as lead negotiator

ORGANIZATIONAL RELATIONSHIPS

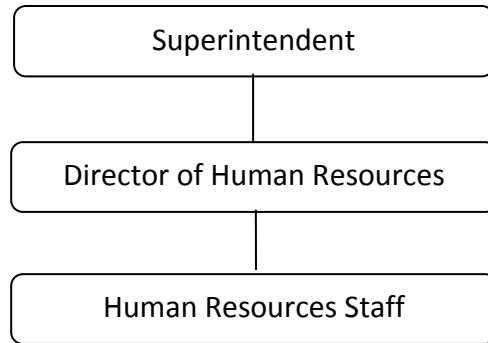
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SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here 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. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.