



DIRECTOR OF HUMAN RESOURCES

POSITION SUMMARY

Direct the activities of the District's Human Resources Department. Provide highly complex staff assistance to the Superintendent and participates as a member of the Superintendent's staff.

SUPERVISORY RELATIONSHIPS

Reports to the Assistant Superintendent. Directly or indirectly supervises all Human Resources Department staff.

PRIMARY DUTIES AND RESPONSIBILITIES

Plan, direct, and oversee all human resource and risk management functions of the District, including recruitment and selection, classification and compensation, employee and labor relations, training and development, affirmative action/equal employment, benefits, workers' compensation, general liability, emergency planning, and safety.

Develop, plan, and implement department goals and objectives; formulate, recommend, and administer policies and procedures; evaluate the effectiveness of programs and practices, and modify strategies to achieve goals.

Provide professional, management, consultation and advice to District directors, administrators, and supervisors regarding legal compliance, contractual obligations, District policies, effective human resource practices, and ethical practices.

Serve as a member of the Superintendent's staff. Participate in various committees involved in planning, service improvement, organizational design and development, and other key District initiatives.

Oversee the development, implementation, and administration of the District's affirmative action plan and plan for workforce diversity. Oversee diversity recruiting efforts and develop strategies for the retention of staff. Facilitate diversity-related staff development.

Represent the District before the School Board on collective bargaining, compensation and other staffing-related matters.

Oversee the development of short and long-term labor relations strategies; serve as the chief negotiator for the District in contract negotiations and oversee the administration of all labor agreements.

Oversee the disciplinary actions of employees to ensure fair, equitable, and lawful processes. Manage highly complex employee relations cases and respond to complaints on behalf of the District.



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Ensure compliance with all Federal, State, and local laws, rules and regulations bearing on human resource management and employment in a public school system. Review and respond to employment-related legislative bills. Analyze and implement new laws, regulations, and rulings impacting the program areas within human resources. Provide information and training to administrators and supervisors on employment law and human resources best practices.

Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Plan, direct and coordinate department work activities; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Assess and monitor work load, administrative and support systems; identify opportunities for improvement; direct and implement changes.

Responsible for the selection, supervision, and evaluation of assigned staff; assign work and ensure appropriate training is provided; investigate complaints; recommend and administer disciplinary actions; handle sensitive personnel matters and recommend grievance responses.

Develop and administer the department's annual operating budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary. Assist school administrators in determining staffing requirements.

Establish and maintain cooperative working relationships with District staff and union leaders.

Contribute to the achievement of the District's educational mission and overall goals by implementing and administering State-of-the-Art future-oriented professional human resource practices.

QUALIFICATIONS

Knowledge, Skills, and Abilities:

Knowledge of Federal, State and local laws, regulations, and codes related to employment and the principles of the legal system and legal theory.

Knowledge of the principles and practices of effective human resource management, including labor and employee relations, compensation, recruitment and selection, affirmative action and diversity, and employee services.

Knowledge of organizational and management theories and practices.

Knowledge of the principles and practices of budget preparation and administration.

Knowledge of the principles of supervision, training, and performance evaluation.



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Excellent interpersonal skills and ability to establish effective working relationships with a variety of people contacted in the course of work including District administrators and supervisors, union representatives, representatives of other agencies and community groups, employees, and the public.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and exercise sound judgment.

Skill in managing organizational budgets and forecasting resource needs.

Skill in consensus building and conflict resolution.

Skill in managing projects and providing leadership.

Skill in directing professional, technical and administrative support staff.

Ability to develop and administer department goals, objectives, plans, and procedures.

Ability to research, analyze, interpret, apply, and present complex statistical, technical, legal, and other management information and data effectively and evaluate new service delivery methods and techniques.

Ability to interpret and apply Federal, State, and local laws, regulations, and codes.

Ability to effectively represent the District in a variety of forums, including collective bargaining, administrative or legal proceedings, interagency and community meetings, and employee gatherings.

Ability to communicate clearly and concisely, both verbally and in writing, to diverse audiences.

Ability to exercise discretion in confidential and sensitive employee relations matters; act with courtesy and tact during stressful or confrontational situations.

Education and Experience:

Master's degree from an accredited college or university in human resource management, public administration, business management or closely related field and five years of professional-level experience in human resource management, including experience in labor relations, performance and development, compensation, and recruitment and selection, and including responsible supervisory experience; or any combination of experience and training that provides the required knowledge, skills, and abilities.