HUMAN RESOURCES DIRECTOR

Mission

- Remain abreast of pertinent legislation, rules, regulations and court decisions relating to employment; interpret and ensure compliance with federal and state laws and regulations relating to Human Resources.
- In collaboration with the Superintendent’s Cabinet foster and maintain a work environment with high morale and productivity.
- Recruit, hire and retain highest quality of staff able to deliver high caliber education to all students.
- Provide advice and guidance to administrative team and staff on issues of human resources policy and procedures.
- Resolve and find peaceful solutions to conflicts and complex personnel related matters with diplomacy.

Position Summary

The Director of Human Resources has administrative and supervisory responsibility for leading, planning and managing the District’s human resources department in accordance with the policies, procedures, and practices of the District and in compliance with all applicable state and federal laws. Areas of responsibility include recruiting, staffing, diversity, workforce planning/succession planning, wage and salary administration, classification and compensation, wellness and benefits management, employee and labor relations, dispute resolution, training and development, human resources information systems (HRIS), workers compensation, safety and risk, and policy administration. Develops and administers human Resources rules, policies and procedures, and ensures compliance with all applicable state and federal laws and regulations as well as District HR policies. Provides professional and strategic assistance and guide to principals, administrators, supervisors and staff. This multiplicity of tasks in the Human Resources department requires individuals with strong organizational skills who can quickly shift from project to project and topic to topic without becoming overwhelmed.

Supervisory Relationship

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

Essential Functions

- 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; translate the Board and District’s goals into HR strategic and tactical plans, and ensure the completion of strategic plan action items.

- 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, conflict/grievance resolutions, and respond to complaints on behalf of the District.

- 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.

- Manage departmental budget ensuring efficient use of resources.

- Provide leadership and assistance in the development of Human Resources staff.

- Supervise teacher/administrator effectiveness and growth systems and employee evaluation program for all staff.

**Required 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.

- 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.

Minimum Qualifications

Education

Master’s degree from an accredited college or university in human resource management, public administration, business management or closely related field; AND

Experience

Five (5) years of professional administrative/supervisory level experience in human resource management, including experience in labor relations, performance and development, equity and inclusion, 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.

Work Environment

Work is often performed under pressure and time deadlines and in situations critical to the District’s operation and public image. The Director must be able to perform the duties and responsibilities with minimum supervision. Regular office hours plus frequent evening and weekend work is required.

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