



HUMAN RESOURCES ADMINISTRATOR - CLASSIFIED

Position Summary

The Human Resources Administrator is responsible for and oversees all matters regarding the classified bargaining unit including staffing and personnel functions. Ensures outstanding talent is attracted to the District, developed, and retained by planning and directing the recruitment and selection, compensation, evaluation and succession planning processes for all classified employees.

The Administrator operates with autonomy in close consultation with the Director of Human Resources, aligning decisions with all applicable local, state, and federal laws and regulations, as well as District policies and collective bargaining agreements. Independent judgment and decision-making is required in matters not having established rules, regulations or policies. The incumbent works closely with administrators and supervisors throughout the District in order to make the most effective decisions regarding employee talent and performance in the workplace.

Supervisory Relationship

This position reports to the Director of Human Resources. This Administrator may be required to supervise support staff as assigned.

Essential Functions

1. Manages the yearly staffing process from distribution of staffing allocations to principals/administrators to complete school staffing of all vacant positions.
2. Directs the staffing process of employees across all the District's schools and departments. Counsels administrators and supervisors in determining staff needs regarding assignments.
3. Collaborates with Financial Services regarding appropriate position control in the recruitment process.
4. Coordinate and prioritize data requests from school and District staff.
5. Assists supervisors and employees in solving problems in the workplace or solving challenges arising from policy, regulations, contracts or practices. Provides counseling to employees in work performance.
6. Assures fair and consistent application and interpretation of District policies and/or state federal, and local regulations.
7. Writes and implements internal administrative procedures.
8. Undertakes initiatives to train District administrators on Human Resource law, collective bargaining agreement interpretations, District personnel policies and procedures, and best practice.
9. Participates in collective bargaining process and provides interpretation and advice regarding contract administration. Researches issues, develops proposals and recommends District position; sets an expectation and assists with ensuring that potential problems are solved at the earliest stages of the grievance process.
10. Serves as an expert on compensation and re-classification.
11. Serves as a member of the Joint Labor Management Committee.

12. Ensures that all aspects of the collective bargaining agreement are followed with fidelity by implementing provisions that relate to leaves, layoffs, transfers, salary placement, extra pay, complaints regarding staff, personnel files, evaluation, and other related provisions, and by holding staff accountable for honoring the agreement.
13. Under the direction of the Superintendent or Director of Human Resources, authorizes employee discipline and termination when warranted.
14. Manages and consistently monitors the end-to-end recruiting experience ensuring consistent interviewing, reference checking, and hiring processes that support a highly positive candidate experience and talent acquisition/hiring administrator/supervisor efficiencies.
15. Develop and maintain procedures to ensure the District's Diversity Plan meets all District, regulatory and legal requirements.
16. Management of NeoGov/GovernmentJobs recruitment and applicant tracking system.
17. Oversees the organization of professional development programs associated with retention initiatives.
18. Provides support for new employee orientation. Collaborates interdepartmentally to identify employee in-service training needs.
19. Develops and maintains classified position descriptions.
20. Compiles, analyzes, advises and coordinates data to develop and recommend policies and administrative regulations regarding Americans with Disabilities Act (ADA).
21. Acts as advisor to Human Resources Department for Americans with Disabilities Act (ADA) job descriptions and facilities compliance.
22. Coordinates all aspects of ADA matters for compliance with federal and state laws; keeps all tracking documents as required by the Department of Justice for ADA compliance.
23. Conducts investigations into inquiries regarding ADA compliance status at District-owned sites.
24. Communicates and collaborates with all levels of District and state personnel.
25. Communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Contributes to cultural diversity for educational enrichment.
26. Fosters a challenging, equitable, ethical and safe work environment, which encourages collaboration, skills development and professional growth, and continuous improvement.
27. Demonstrates skill at bringing together and facilitating disparate groups to achieve shared objectives. Builds trust and rapport with a diverse body of stakeholders.
28. Coordinates and strengthen HR's network in order to enhance collaborations, communications and the implementation of the Department's plans, programs, policies procedures and performance results.
29. Develops and maintains trusted-HR consultant/advisor relationship with principals, administrators and supervisors.
30. Personal skills are critical, including consulting, influencing, relationship, and trust building; ability to inspire action among a diverse, population with multiple perspectives; willing to ask questions and learning vs. telling and doing.
31. Maintains the highest level of confidentiality with respect to personnel matters, and sets a tone for others so that a culture of respect and discretion is fostered throughout the organization.
32. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds.

The statements contained above reflect general details as necessary to describe principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which

could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Knowledge, Skills and Abilities

1. Strong leadership skills.
2. Ability to multi-task and manage flow of simultaneous projects in a fast paced environment.
3. Outstanding diplomacy and relationship building skills, problem solving skills, a consultative approach and the ability to analyze, forecast and plan.
4. Ability to work with and build trust and rapport with a diverse body of stakeholders.
5. Ability to establish and maintain strategic partnerships.
6. Skilled at bringing together and facilitating disparate groups to achieve shared objectives.
7. Demonstrated ability to manage change and ambiguity.
8. Ability to build programmatic change initiatives throughout the organization and build solid relationships at all levels of the organization.
9. Ability to drive results, strong analytical and mediation/negotiation skills, and strong process orientation.
10. Excellent interpersonal skills and customer focus, with the ability to positively interact with administrators/managers, employees, and vendors.
11. Understanding of and ability to work within a political environment with competing demands and limited resources.
12. Outstanding organizational skills.
13. Ability to successfully work independently as well as in a team environment.
14. High degree of professionalism, integrity, and dependability.
15. Demonstrate a sense of urgency in accomplishing goals and objectives to ensure success.
16. Strong commitment and interest in enhancing the role of Human Resources as a strong service provider to schools and departments.
17. Outstanding written, verbal, and communication skills.
18. Ability to use appropriate software tools including spreadsheets, databases, and statistical packages to access and analyze data.
19. Staff may be expected to use personal vehicle for business.

Minimum Qualifications

- Bachelors Degree, or higher, from an accredited college or university.
- Preferred degree focus in Business or Public Administration.
- Preferred executive leadership experience in a Human Resource setting.
- Must have at least four years experience in Human Resources.
- Must hold a valid Oregon driver's license.

Work Environment

- Duties are performed in office, school, and community settings.
- Execution of responsibilities may require overtime work beyond the standard workday and work week.

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association
Pay Grade	Grade 12
Approved by	Cydney Vandercar, Director of Human Resources
Last revised	October 18, 2017