

**CLASSIFICATION DESCRIPTION**  
**EXECUTIVE DIRECTOR OF HUMAN RESOURCES AND OPERATIONS**

<p><b><u>TITLE OF IMMEDIATE SUPERVISOR:</u></b> Superintendent</p> <p><b><u>DEPARTMENT:</u></b> Human Resources</p> <p><b><u>FLSA STATUS:</u></b> Exempt</p> <p><b><u>ACCOUNTABLE FOR:</u></b> Facilities Manager, HR Manager Senior, HR Manager, HRIS/Payroll Supervisor, HRIS Specialist, Benefits Coordinator, EEA Clerical I, II, III, IV, Executive Assistant Clerical</p>	<p><b><u>FLSA STATUS:</u></b> Exempt</p> <p><b><u>PAY GRADE</u></b> <b><u>ASSIGNMENT:</u></b> Individual Employment Agreement; rates linked to the Education Directors Association Agreement</p>
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**GENERAL SUMMARY OR PURPOSE OF JOB:**

The Director of Human Resources and Operations is responsible for the coordination, execution and delivery of Human Resources and Facilities/Operations services for the District. The Director provides leadership and management in the ongoing planning, development, coordination, implementation, and evaluation of all aspects of a variety of district operations in the areas of facilities and operations, safety, payroll, staffing, recruitment & retention, equity and diversity efforts, benefits, performance management, labor relations, development and administration of District policies and procedures, communications, compensation, benefits, and implementing HR strategies to influence District culture in support of optimizing human potential and performance. This position requires continuous use of independent judgment and the ability to build strong relationships, collaborate with others and communicate effectively. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the district.

- ESSENTIAL FUNCTIONS**
- Strategic:
- Oversee and lead the Human Resources and Payroll departments and oversee the Facilities Department. Meets with supervisors and other staff members to discuss a variety of issues, including operational and general budget issues.
  - Develop short and long-range goals and objectives, including plans to implement and evaluate district staffing plans; recruit, retain and evaluate a high-quality workforce; manage department resources; maintain competitive and equitable classification and compensation structures as well as communications with internal customers, administration, and the community.
  - In conjunction with the Manager of Facilities, provides recommendations to the Board regarding matters related to facilities including but not limited to: short- and long-term facility planning and space utilization, and property and liability insurance.
  - Implement HR strategies to influence District culture in support of optimizing human potential and performance.
    - Serve as advisor to the superintendent on all personnel, negotiations and human capital issues.
    - Create a thriving workforce culture focused on continuous improvement of our human capital management systems
    - Develop and improve upon human resources systems and structures to increase efficiencies,

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timeliness and ability to serve the human resource; emphasize continuous improvement

- Provide leadership to staff in preparing and implementing programs and services relative to staffing in alignment with the district's strategic plan, including a formal district hiring process.
- Develop and improve upon systems and structures of our human resources and payroll department to increase efficiencies, timeliness and ability to serve the human resource needs of our district including
  - Recruitment, hiring and onboarding processes
  - Assess, evaluate, and recommend systems and structures
- Partner with the other District leaders in budget development, including forecasting district needs and priorities.

**Staffing:**

- Administer the District's staffing functions and supervises staff performing recruitment, screening, selection and assignment of licensed, classified, and substitute staff, coordinates and directs transfers, leaves of absence, promotions and separations of staff.
- Increase the percentage of employees with culturally, linguistically and ethnically diverse backgrounds.
- Coordinate and direct a comprehensive orientation program for new employees.
- In conjunction with other District departments, develop staffing projections and identifies staffing needs.
- Prepare and present personnel recommendations to the Superintendent and the Board of Education for approval.

**Labor Relations:**

- Administer and interpret the provisions of all collective bargaining agreements.
- Serve as the chief negotiator or facilitator for various labor agreements in coordination with Superintendent, Assistant Superintendent, and Executive Director of Finance.
- Review and recommend labor agreements terms and conditions with employee bargaining units.
- Coordinate negotiation processes for all labor groups, including the assignment of administrators to management teams for purposes of negotiations.
- Direct the preparation and distribution of all master agreements for all employee groups, as well as individual employment agreements, as appropriate.
- Maintain all historical negotiations records, including proposals, counterproposals, and cost analysis.
- Process grievances; represent the District at mediation and arbitration. Coordinates any litigation regarding employment issues for the District.
- Oversee annual staff performance appraisal process accordance with District policies and procedures, and State law, as appropriate.

**Administration/Payroll:**

- Ensure payroll processes are performed appropriately. In conjunction with the HRIS specialist, provide leadership for the development and maintenance of the computer-based human resource management information systems, including reporting functions and linkages to payroll.
- Administer benefits functions and supervise staff providing health, dental and life insurance benefits programs and plans, the employee assistance program, staff recognition programs, COBRA processing, unemployment, and long-term disability and workers compensation claims processing.
- Manage classification and compensation processes, including determining the appropriate levels of compensation based upon labor agreements, District policies and procedures, and ensure compliance with pay equity requirements.
- Recommend, prepare and/or revise personnel policies and processes.

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**Compliance:**

- Review legislative statutes, proposed regulations, and labor agreement proposals regarding human resource and operational issues, and make recommendations to the District administration.
- Coordinate the implementation of performance appraisal systems for all employees in accordance with District policies and procedures, and State law, as appropriate.
- Manage classification and compensation processes, and supervise staff involved in these processes, including determining the appropriate levels of compensation based upon labor agreements and District policies and procedures, and ensure that the District is compliant with pay equity requirements.
- Investigate and respond to complaints or provide advice and consultation to delegate handling complaints; serves as the District's EEO Coordinator, Human Rights Officer, and assists in Title IX efforts.
- Comply with ADA regulations and provide for reasonable accommodation, as appropriate.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:** (necessary qualifications to enter the job; not preferred or desirable qualifications)

- Graduate degree in human resource management, industrial relations, labor relations, organizational management or a closely-related field *and*
- Five (5) years of experience in human resources, industrial relations, labor relations, organizational management or a closely-related field required; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

**REQUIRED KNOWLEDGE**

- All areas of functionality in the areas of human resources including employee/labor relations, staffing, benefits, compensation, and compliance.
- All general aspects of Facilities and Operations.
- Laws, rules, labor agreements, regulations, policies and procedures affecting school district personnel operations.
- Labor relations and negotiations processes.
- Experience managing licensing requirements with Minnesota Professional Educator Licensing and Standards Board (PELSB)
- Proficiency with human resource management systems.
- Ability to use computer technology, including word processing, spreadsheets, and database
- Consults with senior leadership to assess organizational health and diagnose culture-related issues occurring in the organizational system.
- Develop and implement strategies to build stronger organizational health and culture.

**QUALIFICATIONS, KNOWLEDGE, AND/OR EXPERIENCES PREFERRED**

- Experience in a similarly sized school-district
- Experience as a school administrator

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- Experience in practicing employment law

**SKILLS REQUIREMENTS – TRAINING & EXPERIENCE: (Skilled in)**

- Strong written and verbal communication.
- Management, planning and organization, including project management skills.
- Ability to work with diverse groups while establishing and maintain effective working relationships.
- Strong collaboration, team building and interpersonal skills.
- Knowledge of and ability to effectively supervise staff, especially professional-level employees.
- Competency working in a culturally diverse environment or the willingness to acquire these skills.

**PHYSICAL REQUIREMENTS: (indicate according to the requirements of the essential duties/responsibilities)**

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl				
Talk and hear				√
Taste and smell	√			
<b>Lift &amp; Carry:</b> Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

**GENERAL ENVIRONMENTAL CONDITIONS:**

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

**GENERAL PHYSICAL CONDITIONS:**

**Work can be generally characterized as:**

**Sedentary Work:** Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Vision Requirements: (Check box if relevant)	YES	NO
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		

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	Peripheral Vision	
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