



CLASSIFICATION DESCRIPTION

Director of Human Resources

<p><u>Title of Immediate Supervisor:</u> Superintendent</p>	<p><u>Department:</u> Human Resources</p>	<p><u>FLSA Status:</u> Exempt</p>
<p><u>Accountable For (Job Titles):</u> Benefits Coordinator, Clerical Level 4 – EEA, Human Resources Manager</p>		<p><u>Pay Grade Assignment:</u> Individual Employment Agreement. Rates are linked to the Education Directors Association Agreement</p>

<p><u>General Summary or Purpose Of Job:</u></p>
<p>Provides leadership and management for the District’s human resource functions. These functions include labor agreement negotiations and contract administration, employee relations and grievance processing, investigating complaints of alleged human rights violations, staffing, compensation and benefits administration, personnel records and information, and compliance with employment laws and District policies and procedures. Supervises staff in the performance of these functions.</p>



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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Administers 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. In conjunction with other District departments, develops staffing projections and identifies staffing needs. Promotes employment practices to ensure that the District staff is diverse. Prepares and presents personnel recommendations to the Superintendent and the Board of Education for approval. Coordinates and directs a comprehensive orientation program for new employees.	Weekly 40%
2.	Administers and interprets the provisions of all collective bargaining agreements. Serves as the chief negotiator or facilitator for various labor agreements. Coordinates negotiation processes for all labor groups, including the assignment of administrators to management teams for purposes of negotiations. Directs the preparation and distribution of all master agreements for all employee groups, as well as individual employment agreements, as appropriate. Maintains all historical negotiations records, including proposals, counterproposals, and cost analysis, in a central location. Processes grievances; represents the District at mediation and arbitration. Coordinates any litigation regarding employment issues for the District.	Daily 20%
3.	Reviews legislative statutes, proposed regulations, and labor agreement proposals regarding human resource issues, and makes recommendations to the District administration. Coordinates the implementation of performance appraisal systems for all employees in accordance with District policies and procedures, and State law, as appropriate. In conjunction with the director's secretary, prepares and administers the Human Resource Department budget.	Monthly 10%
4.	Manages classification and compensation processes, and supervises staff involved in these processes, including determining the	Monthly 10%



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	<p>appropriate levels of compensation based upon labor agreements and District policies and procedures, and ensures that the District is in compliance with pay equity requirements. Administers the job evaluation process in accordance with District policies and procedures. In conjunction with the HRIS specialist, provides leadership for the development and maintenance of the computer-based human resource management system (IFAS), including reporting functions and linkages to payroll.</p>	
5.	<p>Serves as the District's EEO coordinator and human rights officer. Develops and maintains a process to investigate and report employee sexual/racial/religious harassment/bias/discrimination complaints. Serves as the primary investigator in staff-staff or staff-student complaints; assigns other investigators, as necessary. Complies with ADA regulations and provides for reasonable accommodation, as appropriate.</p>	<p>Monthly 10%</p>
6.	<p>Recommends, prepares and/or revises personnel policies and processes in order to achieve School Board objectives. Provides for operating and special reports, as necessary.</p>	<p>Monthly 5%</p>
7.	<p>Administers benefits functions and supervises 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.</p>	<p>Weekly 5%</p>
8.	<p>Performs other duties of a comparable level or type.</p>	<p>As required</p>



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Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a graduate degree in human resource management, industrial relations, personnel management, labor relations or a closely-related field and five (5) years experience (full-time equivalent) in human resources, personnel administration, or a closely-related field; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work. Experience in a larger school-district setting is preferred.

Certification or Licensing Requirements_(prior to job entry):

None required upon entry.

Knowledge Requirements:

Requires knowledge of:

- All areas of functionality in the areas of human resources/personnel administration, employee/labor relations, including staffing, benefits, compensation, and compliance.
 - State statutes and federal laws regarding employment and human rights.
 - Laws, rules, labor agreements, regulations, policies and procedures affecting school district personnel operations.
 - Labor relations and negotiations processes.
 - Computer-based human resource management systems.
 - Organizational environments where human resources is strategic in terms of planning and setting the culture, optimizing human potential, performance, and open communication.
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Skill Requirements:
Skilled in:
<ul style="list-style-type: none">▪ Written and verbal communication.▪ Management, planning and organization, including project management skills.▪ Ability to work with diverse groups, team building and collaboration, and interpersonal skills.▪ Ability to establish and maintain effective working relationships with employees, public and private officials, agencies, and labor unions.▪ Supervision, especially professional-level employees.



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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	√			
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
General Environmental Conditions:				
<p>Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.</p>				
General Physical Conditions:				
<p>Work can be generally characterized as:</p> <p>Sedentary Work: Exerting up to 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.</p>				

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		
<p>Job Classification History:</p> <p>Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting, March 29, 2002. Revised by Mary Kearney, Director of Labor Relations/Human Resources, May 9, 2003. – Revised by Julio Almanza – July 16, 2003</p>		