

JOB DESCRIPTION

TITLE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's Degree or equivalent in business or other related discipline; minimum three to five years upper level management experience and/or training.
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or the school board.
Mathematical Skills	Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
Certificate/License	Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) or other human resources certification preferred.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to talk and hear; stand, walk, use hands to finger, handle, or feel, reach with hands and arms; and stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The

employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Chief Administrative Officer

GENERAL RESPONSIBILITIES

1. Directs the District's human resources operations.
2. Maintains and enhances the District's human resources by planning, implementing, and evaluating employee relations and human resources' policies, programs, and practices.
3. Responsible for the staffing, insurance (workers compensation, unemployment, health insurance), compensation, benefits and recruitment departments of the district.
4. Acts as a consultant in all Labor Relations issues.

SPECIFIC RESPONSIBILITIES

1. Develops and implements human resources policies and administrative procedures to meet the needs of the District and to comply with state and federal laws.
2. Develops and administers short and long range human resources budget objectives.
3. Ensures legal compliance by monitoring and implementing applicable human resources federal and state requirements; conducts investigations; maintains records; and represents the District at hearings, grievances, and arbitrations.
4. Provides guidelines and oversees the management of human resources activities such as recruitment, appointment recommendations, performance reviews, benefits, training and employee relations.
5. Maintains a pay plan by conducting periodic pay surveys.
6. Schedules and conducts job evaluations and develops appropriate job descriptions for the Board's approval.
7. Monitors and schedules individual pay actions.
8. Recommends the appointment of negotiators and bargaining team members.

9. Analyzes collective bargaining agreements and develops interpretation of intent, spirit, and terms of the contracts to counsel administration in the development and application of labor relations policies and practices.
10. Advises the Superintendent in appropriate resolution of human resources issues.
11. Analyzes trends at each location in turnover, hiring, promotions, separations, and grievances to determine support or action needed to adjust unfavorable trends.
12. Reviews complaints related to employment issues, assigns an investigator when appropriate. Develops a recommendation for resolution for complaints related to employment issues in conjunction with the Superintendent and the assigned investigator.
13. Oversees District training in interviewing, hiring, terminations, promotions, performance reviews, sexual harassment, and other employment issues.
14. Serves as the district's Title VII and Title IX officer.
15. Monitors, analyzes, and takes appropriate action relevant to professional certification issues to comply with the Department of Education guidelines.
16. Maintains a District program for recruiting, training, and assignment of substitute personnel.
17. Supervises and provides direction for all facets of the district's insurance programs for healthcare, life, and the IRS Section 125 Cafeteria Benefit Plan.
18. Participates, as required, in appropriate local, state, and national meetings.
19. Maintains a regular liaison with Department of Education officials and other state agencies concerned with human resources and employee relations issues.
20. Attends all School Board meetings unless excused by the Chief Administrative Officer.
21. Recommends, supervises and evaluates division personnel in accordance with Board policy and existing contract.
22. Performs such other duties as assigned.