



Job Description

Director of Human Resources

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 260 Days

Experience Required: Five (5) years related work experience with some teaching experience.

Minimum Education Requirements: Bachelor's degree in related field.

Department: Central Office Administration.

Direct Supervisor: Superintendent.

Primary Work Location: Office setting.

Certification: SHRM, HRCI or IPMA certification preferred.

Job Summary: Provide executive-level leadership in planning, developing, implementing, and monitoring CSD policies/procedures in all personnel matters, to include providing comprehensive administration of all personnel and risk management matters.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Administer a wide variety of complex federal, state, and local compliance and labor codes/regulations.
- Collaborate with a wide variety of internal and external groups including the Board, department heads, community organizations, and regulatory agencies.
- Develop staffing and compensation models including an HR Program Plan, HR Strategic Plan, and Onboarding of Employees.
- Develop a wide variety of documents and presentation materials, independently and/or through delegation to other personnel.
- Manage human resources programs and related departments.
- Monitor assigned programs and department activities such as termination practices, workman's compensation, and Board policies.
- Negotiate contracts and agreements including formal grievance process, negotiations, collective bargaining, and termination decisions.
- Participate as a member or facilitator in meetings, workshops, and seminars that frequently involve a range of issues.
- Perform a wide variety of personnel functions to include recruiting, interviewing, evaluating, and supervising.
- Present information on a wide variety of topics.
- Recommend solutions to a wide variety of complex issues.
- Research a wide variety of topics related to employment and labor laws.
- Respond to a wide variety of inquiries from internal and external sources.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position



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An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Prevalent human resources practices and systems.
- Microsoft Office programs (Word, Excel, PowerPoint, Outlook) and basic office equipment/machines.
- Effective managerial practices and methods.
- Employment laws, regulations, and compliance issues.

Skills

- Strong written and oral communications and relational skills.
- Skilled in budgeting and allocating funds.
- Advanced math skills.
- Excellent skills in planning, organization, and leadership.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Coordinate, assign, and evaluate the work of subordinate employees.
- Training, developing, and supervising staff.
- Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions.
- Effectively organize and prioritize work for self and direct reports as well as concentrate on multiple tasks simultaneously.
- Work independently and make responsible decisions.
- Maintain confidentiality.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date