

**POSITION TITLE:** Manager of Human Resources – Ombudsman

**QUALIFICATIONS:** Bachelor's degree and at least five years of experience directly related to the duties and responsibilities specified. Knowledge of federal and state policies and practices related to Americans with Disabilities Act (ADA), Title IX, and workplace bullying/harassment. Ability to investigate and analyze claims information, draw conclusions, and summarize and report findings. Strong interpersonal and communication skills, including conflict resolution and mediation, and the ability to work effectively with a wide range of constituencies in a diverse community. Strong independent judgment and ability to ensure confidentiality of information. Experience with Microsoft Office suite.

**PERFORMANCE EXPECTATIONS:** Serves as a liaison and point of contact for Americans with Disabilities Act Services, and serves as the Superintendent's designee in appeals regarding student and employee matters. Provides direction, services, and ongoing training necessary to meet compliance with all state and federal disability, Title IX, legislation and regulations as well as prevention of workplace harassment/bullying. Supports the investigation and resolution process for grievances, providing both the complainant and the district with information regarding the process; researches and reports in writing findings of fact; outlines appeal process both local and federal; consults with the appropriate personnel when necessary. Assess current processes and develops and implements new strategies and procedures as needed. Serves as a liaison and point of contact with the Richmond Education Association. Performs other job related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Chief Talent Officer

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 130

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt