

MONONA GROVE SCHOOL DISTRICT
Position Description

Position Title: Director of Human Resources

Department/Location: Human Resources- District Office

Reports To: Superintendent

Employees Supervised: Administrative Assistant to the Director of Human Resources

POSITION SUMMARY:

Under the direction of the Superintendent, the Director of Human Resources is responsible for the development and administration of personnel programs of the district, including staffing allocations, transfers/reassignments, recruitment, hiring, orientation, administration of employee relations functions and employee contracts. The Director of Human Resources also provides oversight and counsel on Human Resource law compliance.

PERFORMANCE RESPONSIBILITIES: This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Establish and implement annual action plans related to the Human Resource function.
2. Work with the Director of Business Services to project district wide staffing and budget needs.
3. Monitor FTE allocations and postings to ensure budget accountability.
4. Coordinate the application, recruitment and selection procedures for all staff to ensure a sufficient pool of qualified, diverse applicants.
5. Coordinate all District leave programs, including leave identified in the Employee Handbook and state/federal FMLA.
6. Investigate and resolve discrimination, harassment and employee misconduct matters.
7. Negotiate, administer and maintain collective bargaining agreements.
8. Coordinate the district's Employee Assistance Program.
9. Maintain updated job descriptions, negotiated agreements and Human Resources related policies and procedures.
10. Assist administrators manage employees with performance difficulties.
11. Provide new staff orientation on District Human Resources and operational policies and procedures.
12. Assist in the development of employee compensation models.
13. Supervise and evaluate employees under direct supervision.

Additional Job Functions

1. Attend all Board of Education meetings and committee meetings as designated by the Superintendent.
2. Attend Administrative Team meetings.
3. Perform other related duties as directed by the Superintendent.

QUALIFICATIONS:

Experience, Training, and Licensure

1. Baccalaureate Degree in Human Resources, Management or related field is required; a Master's degree in Human Resources/Industrial Relations or a Law Degree with knowledge of Labor and Employment law is preferred.
2. A minimum of 3-5 years of significant, progressively more responsible human resource experience is required; HR experience in a school district is preferred.

Knowledge, Skills, and Abilities

1. Knowledge of federal, state and local laws and regulations impacting the human resource function.
2. Knowledge of current HR theories, standards and measures.
3. Ability to utilize analytical problem solving and conflict resolution techniques.
4. Ability to work effectively and collaboratively with staff.
5. Ability to communicate effectively orally and in writing.
6. Ability to maintain confidentiality of sensitive information.
7. Ability to establish and maintain effective relationships.

WORKING CONDITIONS:

Work Environment

1. Indoor office environment.
2. School environment.
3. Travel between buildings is required.

Physical Tasks

1. The person in this position needs to be able to move about inside school buildings to attend meetings outside of his or her office.
2. The person in this position must be able to transport himself or herself to all school locations within the District.
3. The person in this position must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support.

4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
5. The person in this position must be able to converse with administrators and staff, and must be able to exchange accurate information with such individuals.
6. The person in this position must be able to observe employees.

Disclaimer: This position description is subject to change at any time.

Board Approved: February 10, 2016