

ASSOCIATE DIRECTOR OF HUMAN RESOURCES

Classification: Administrator

Location: District Office

Reports to: Executive Director, Human Resources

FLSA Status: Exempt

Employee Group: Executive Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Assists in planning, directing, and coordinating all functions of the Human Resource Management program including: employee and labor relations, recruitment and placement, employee induction and orientation, discipline and performance management, staff development, and workforce communications. Participates in ensuring compliance with local, state, and federal employment requirements.

Part II: Supervision and Controls over the Work:

Serves under the administrative supervision of the Executive Director of Human Resources. Is responsible for results in terms of effectiveness of planning, compliance with policies and programs, quality of supervision, and contribution to achievement of district and department goals and objectives. Work is guided by, and must be in compliance with, federal and state law, operational direction of District leadership, policy direction of the School Board, and compliance with federal, state and local regulatory agencies.

Part III: Major Duties and Responsibilities:

1. Program Operations:

- a. Assists in management of employer/employee relations within the parameters of collective bargaining agreements. Includes working closely with managers and supervisors to advise and assist them in the interpretation and application of collective bargaining agreements. Participates in labor-management meetings to address, advance, and/or resolve labor relations issues.
- b. Participates in recruitment, selection, assignment, transfer, and promotion of employees. Includes conducting market research, development of outreach materials, identifying

outreach sources, and representing the District in recruiting initiatives.

- c. Assists with the investigation, case management, and resolution of employee misconduct and employee discipline. Includes assisting in the conduct and analysis of investigations, identifying and recommending disciplinary action, and preparing and coordinating discipline notices.
 - d. Assists with the performance management to include the documentation of performance deficiencies, development of performance improvement plans, and disposition in unsatisfactory performance outcomes to include demotion, reassignment, or termination.
 - e. Assists in providing manager and employee communications to include developing and disseminating written communications and participating in management and team meetings to provide guidance and direction on HR procedures and processes. Responds to inquiries on District processes and procedures as well as policy and legal issues related to employment.
 - f. Assists in the development and presentation of induction/on-boarding/orientation programs.
 - g. Participates in addressing and resolving third party employment issues (e.g., EEOC, Oregon Employment Department, etc.).
 - h. Reviews and approves contractual and legal leaves of absence.
 - i. Organizes, manages and implements internal staffing process.
2. Staff Supervision:

Assists Executive Director in all aspects of staff supervision to include:

- a. Recruiting and assigning staff.
- b. Evaluating the need for, developing, and delivering internal staff training.
- c. Fostering effective teaming, communication, and collaboration within the staff to assure that all staff are timely and effectively informed of policies, issues, guidance, and operational requirements and expectations.
- d. Creating an environment in which staff can provide open and candid feedback and suggestions on department operations and issues. Working closely with staff to resolve conflict and collaboratively work together to seek solutions and resolutions.
- e. Participating in the performance evaluation of staff to include intervention when performance fails to meet expectations.

3. Customer Service and Communication: Assists in creating a customer service culture that assures the operational program is responsive and sensitive to the needs of managers and employees. Assists in creating a welcoming environment and providing flexibility to respond to the needs of customers.
4. Accounting and Budgeting: Participates in department budget preparation, and in assuring that the department operates in conformance with the approved budget and financial control requirements.
5. Program Evaluation, Analysis and Feedback: Participates in periodic assessment of program effectiveness and/or changing needs. Assists in researching and evaluating resource and support needs of the department to include the utilization of technology. Conducts special studies and reviews as necessary to improve existing programs and implement new programs.
6. Leadership: Supports, coaches and leads supervisors and managers through personnel issues. Helps lead HR teams in support of department goals and district strategic plan. Helps enforce terms of collective bargaining agreements. Serves as acting Executive Director in the Executive Director's absence.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Associate Director of Human Resources for Licensed staff: Must possess or be able to obtain Oregon administrative license.

Associate Director of Human Resources for Classified staff: Must have bachelor's degree in business, human resource management, or related fields (Oregon administrative license is not required).

3. Minimum of five (5) years of progressively responsible experience in human resource management.
4. Substantive practitioner knowledge of employment and labor relations laws, statutes, rules, procedures, and processes.
5. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
6. Effective oral and written communications; strong analytical ability, and the ability to

prepare efficient and effective studies and reports on complex issues.

7. Ability to work both independently and cooperatively.
8. Ability to organize work, set priorities, and meet deadlines.
9. Valid state driver's license.

Part V: Desired Qualifications:

1. Advanced degree in applicable field.
2. Experience in public sector with preference for school district experience.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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 frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.