

**Oak Park and River Forest High School
201 N. Scoville
Oak Park, Illinois 60302**

**BOARD HUMAN RESOURCES COMMITTEE MEETING
Thursday, February 18, 2010
Immediately following the Special Board Meeting
Board Room**

REVISED AGENDA

- I. Approval of Minutes (attachment)**
- II. Administrative Search Committees Update (attachment)**
- III. Personnel Recommendation for the Director of HR**
- IV. HR Office Reorganization Recommendation (attachment)**
- V. Superintendent Search Process Update (verbal)**

Human Resources Committee Docket

- A. Employee Retention**
- B. Race and Ethnicity Statistics**
- C. Sabbaticals and Lane Changes**
- D. Structure for Non-Affiliate Salaries**
- E. Workers' Compensation Policy and Procedures**

C: John Allen, Chair, Jacques Conway and Amy McCormack, Board Members

**Oak Park and River Forest High School
201 N. Scoville Avenue
Oak Park, IL 60302**

**Human Resources Committee
Tuesday, January 19, 2010
Minutes
Board Room**

A Human Resources Committee meeting was held on Tuesday, January 19, 2010, in the Board Room. Mr. Allen opened the meeting at 9:05 a.m. Committee members present were John C. Allen, IV, Jacques A. Conway, Terry Finnegan, Dr. Ralph H. Lee, Amy McCormack, Dr. Dietra D. Millard, and Sharon Patchak-Layman. Also present were: Dr. Attila J. Weninger, Superintendent; Jason Edgecombe, Assistant Superintendent for Human Resources; Nathaniel L. Rouse, Principal; Cheryl Witham, Chief Financial Officer; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors: Kay Foran, Communications and Community Relations Coordinator and James Paul Hunter, FSEC Chair.

Approval of December 8, 2009 Human Resources Committee Meeting Minutes

It was the consensus of the Human Resources Committee members to accept the minutes of the December 8, 2009 Human Resources Committee meeting, as presented.

Administrative Search Committees Update

Mr. Edgecombe provided a written report on the status of the searches for the following positions:

Director of Human Resources
English Division Head
Fine and Applied Arts Division Head
Mathematics Division Head
Special Education Division Head

Ms. Patchak-Layman questioned why the Director of Special Education Search Committee held another meeting to determine which candidates it would forward to DLT after the candidate forums had taken place and why Board of Education members were not notified of the forums so that they could have had the opportunity to meet the candidates. She had not seen forums as a part of the process that the Board of Education had approved. Mr. Edgecombe explained the reason for the Committee meeting after the forum was that the forums were part of the first round interview process; any outstanding questions could then be addressed in the follow-up meeting. Dr. Weninger added that when the various steps were identified and approved by the Board of Education, it was made clear that there might be steps that the Division would take that would not be reflected in the document/process.

While the forums were open to the “public,” internal candidates were not participants in the forums for themselves or for external candidates.

Superintendent Search Process Update

Dr. Millard reviewed the timeline for the search. The timeline as presently established is as follows:

January

- Conduct focus groups and complete survey

February

- Presentation of School Exec Connect’s executive summary of the results of the focus groups and survey on February 3.
- Collection and Vetting of applications.

March

- School Exec Connect will present their suggestions for 4 to 6 candidates in closed session
- A confidential interview team composed of 8 to 10 representative stakeholder groups will meet to interview the Board of Education’s final 3 candidates and will provide the Board of Education with their impressions.

April

- Announcement at the regular April 29 Board of Education meeting as to the new superintendent.

Dr. Millard explained how the new FOIA regulations could affect the search and noted that Dr. Hanson has worked effectively in other states with the same types of restrictions. In addition, OPRFHS had its own legal counsel offered an opinion on this matter. If the Board of Education members has any questions they are encouraged to speak with the attorney. Ms. McCormack noted that the Race to the Top information had built in some exceptions to the FOIA responsibilities for personnel matters related to evaluations and, thus, would support confidentiality.

Dr. Millard encouraged anyone with names of possible candidates or the names of those who might know possible candidates to give them to Dr. Hanson.

The Confidential Committee will be composed of people who are expected to be trust worthy, fair minded and with no specific agenda in mind. They will be asked to sign an affidavit of confidentiality. This will be a Board appointed committee. This committee will not meet during spring break.

The Confidential Committee will have the results of the focus groups’ conversations and the Board of Education’s comments about what the District’s desires in a new superintendent to guide them in their assessment of the candidates.

It was decided that Dr. Hanson would be the media contact.

Division Head Administrative Compensation Update

This agenda item was deferred to the February HR Committee meeting.

Review of Proposed Nepotism Policy

Based on the conversations held at the beginning of school year, the administration asked District counsel to provide a draft nepotism policy, particularly as it related to supervisory positions. This policy would require that potential employees notify the District in writing if he/she had a familial relationship with an existing employee. Online applications require applicants to indicate whether they have a relative in the District.

Discussion ensued. Mr. Conway did not support this proposed policy. He felt the third paragraph was subjective and discriminatory and it was the result of a particular situation in the District. This is a small and intimate community and the District has been successful with family members of District employees working here. He could not support any policy that is discriminatory, as there is no basis for why the District is going to this level of scrutiny in hiring. Dr. Lee disagreed that this was a recent observation by the Board of Education, and he remembers this being the case 25 years ago, with nothing having changed since then. He believed it was necessary to have this policy. Mr. Allen stated that this came to his attention when two positions were filled and it appeared that they were hired not because of superior qualifications, but because they were relatives. An institution supported by taxpayers must be above all scrutiny. Ms. Patchak-Layman noted that it was a matter of qualifications, familiarity and how well the school is known. When someone has an understanding of the school via employment of a family member, it often gives him/her an edge. In New Jersey, no relative of the superintendent or a Board of Education member can be employed by the District. Legal cases have occurred in situations where a teacher is a relative of a Board of Education member relative to collective bargaining and/or negotiations. While the policy does not reflect that situation, Ms. McCormack felt it would be a clear conflict of interest. Dr. Weninger was asked to check with the District attorney about relatives involved with collective bargaining. Dr. Millard was conflicted because in her working world where there is a case of a family member supervisory another family member, agreements are made to have someone else do the evaluation. While she agreed with Mr. Conway, she did understand the need. Ms. McCormack agreed as well about having a policy for supervisory issues.

Mr. Hunter felt the policy was overarching. He asked why there was a need to cover all aspects of potential nepotism, with the exception of supervisory situations. Mr. Allen did not agree that it was overarching.

Dr. Lee questioned the openness of the hiring process when student teachers are hired as teachers.

The following changes will be made, advice will be sought from the attorney, and the policy will go forward to the PEG Committee on Thursday, January 21, 2010:

Delete paragraph 3.

Page 1, Para 7, 4 line: after the word shall, add “,” and delete the words “publicly and”

Page 1, Para 7, 5 line: Add “,” after the word “designee)”

Page 2, Para 3: Seek advice from counsel relative to incorporate “in-laws” into the policy.

Educational Technology Restructuring Proposal

As an informational item, Mr. Carioscio provided Committee with a proposal to restructure the Educational Technology Department. The proposal was based on an evaluation of the current structure and consisted of:

- 1) Do not fill the open position of Infrastructure Systems Group manager;
- 2) Outsource the technical management of the website to the entity that will redesign it; and
- 3) Hire a data systems analyst; a person who will assess the OPRFHS Skyward system, move the District toward a self service model and ultimately take over Mr. Lanenga's position.

This proposal would be cost neutral to the District as the current salary budget that this proposal would replace is \$154,000. While an updated organizational chart will be provided to the Board of Education, Mr. Carioscio reviewed the one attached. He outlined the job responsibilities of the positions noted. Ms. Patchak-Layman asked if the statistician job responsibilities would be lost. She also asked if Ms. Hill would assume those responsibilities. She also asked what the initiatives were and who was carrying them forward. Mr. Carioscio responded that the statistician would work with Ms. Hill, as the primary user, but the statistician would be the person responsible for developing the tools that would allow individuals to do the data mining themselves. Ms. Patchak-Layman noted that she has not seen the depths of reports since Dr. Spight left. Is that depth of information not what the school needs or will the District be able to duplicate that information with this person and staff? Mr. Carioscio stated that the reports that are regularly required will be available to those who are designed to have the information. This person will also help with ad hoc reporting and questions about data. Mr. Carioscio stated that this person would have the expertise and time available to get the information that is wanted in a timely manner. The salary noted of \$90,000 was the base and did not include benefits.

Employee Assistant Program Utilization Report

Mr. Edgecombe provided the Annual Utilization Report dated November 1, 2008 through October 31, 2009 from Workplace Solutions, the District's Employee Assistance Program provider. There was not much change in employee utilization from previous years, which remains less than what is typical of other companies.

Any referrals are anonymous unless made by an administrator. Workplace Solutions provide for an initial intake and then short-term counseling (6 to 9 sessions). Additional need for counseling would be referred to an outside provider. Mr. Finnegan asked how effective was this service and how can the District make it as useful as possible. Mr. Edgecombe responded that the District distributes a monthly newsletter to all employees and once a semester a lunchtime informational table is staffed by Work Place Solutions personnel. Work Place Solutions also makes a presentation to new employees each August as a part of the new teacher orientation process. Mr. Edgecombe noted that this service was renewed last month with new benefits, i.e., work life and financial services, added.

Adjournment

The Human Resources Committee adjourned at 10:51 a.m.

***Oak Park and River Forest High School
District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education
FROM: Jason Edgecombe
DATE: February 16, 2010
RE: Administrative Search Teams Update

BACKGROUND

The purpose of this memorandum is to provide the Board with information regarding the status of the administrative searches currently underway.

SUMMARY OF FINDINGS

1. Director of Human Resources

Information concerning the process and recommendation for candidate are under separate agenda item.

2. English Division Head

The DLT has completed its interviews with the three finalists recommended by the First Round Interview Team. It will meet during the week of February 15th to discuss its recommendation to the BOE for approval at the next regularly scheduled monthly meeting of the BOE on February 25, 2010.

3. Fine and Applied Arts Division Head

Four (4) candidates were interviewed on February 2, 2010 with two (2) candidates recommended to continue in the First Round Process. The two candidates separately spent a morning during the week of February 8th participating in a Divisional Forum, touring the facilities of the Division and conducting a demonstration lesson with a second period Art Foundations class. The First Round Search Committee will meet on Tuesday, February 16th to discuss the feedback of Divisional members and the feedback of selected First Round Committee members and the class of students who observed and participated in the demonstration lesson respectively.

4. Mathematics Division Head

In debriefing and deliberating about the two finalists, the District Leadership Team has reached the decision that neither candidate demonstrated the combination of leadership qualities of collegiality, teaching and learning, accountability, and cohesion required to immediately make an impact and provide the leadership that the math division is in need of at this time. Please see Dr. Weninger's memorandum regarding the Board of Education's request for information about search firms.

5. Special Education Division Head

The First Round Interview Team recommended two candidates as finalists for this position. Unfortunately, one of the candidates has dropped out of the process after receiving a counter offer from his current District. The DLT will interview the remaining finalist during the week of February 15th.

RECOMMENDATIONS

This is an information item only.

Oak Park and River Forest High School
District 200

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education
FROM: Attila J. Weninger
DATE: February 10, 2010
RE: Math Division Head search by search firm - **REVISED**

BACKGROUND

The Board requested information from search firms as to cost and timeframe for a Math Division Head search. I contacted the following firms and received replies from each: BWP; Exec Connect; Hazard Young Attea; and Ray and Associates.

SUMMARY

Below, please find the message I sent to reps from each search firm and responses from each firm.

- **BWP**
If a new search is conducted, it probably would be \$12K plus expenses. I would say the timeframe would be about 10 wks.
Ron Barnes

- **School Exec Connect**
Our price is \$8,500 plus about \$150 for expenses. Ideally two months. Could do it faster, but not as good.
Linda Hanson
(In communicating with Linda, I suggested this search as an add on, and would that then be less costly. Her reply was after that communication.)

- **Hazard Young Attea**
Attila,
Talked to Hank and some of our High School consultants today and everyone agreed this would be a tough position to fill because of salary and especially after two searches during which you haven't been able to identify an acceptable person. Consequently, rather than doing a search, we would prefer to aggressively seek individuals for your consideration on a contingency basis, with a payment of \$5,000 if we bring to your attention a candidate you hire.
Bill Attea
(Later, in talking with Bill's Assistant, I was told that such a search would most likely take 6-8 weeks. Bill has already been in touch with a couple candidates just in case.)

- **Ray and Associates**
Attila,
We feel this is a bit out of our field of expertise so are going to decline the invitation to present a proposal. Thank you for contacting the firm to determine our interest.
Steven Triplett

RECOMMENDATION

Information only.

Oak Park and River Forest High School
District 200

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Attila J. Weninger, Ph.D., Superintendent

DATE: February 5, 2010

RE: Director of Human Resources Candidate Recommendation and Process Summary

BACKGROUND

At the direction of the Board Human Resources Committee, the Superintendent is to provide the Board with a recommended final candidate along with a rationale and summary report of the search process in terms of the number of applicants, number of applicants interviewed, demographics of interviewed candidates, and outstanding issues and/or concerns with the search.

SUMMARY

The employment process for the Director of Human Resources involved the following steps, to which all were faithfully adhered.

1. Development of attributes vis-à-vis input from various stakeholder groups and determination by first round interview team.
2. Review and vetting of 80 applications by Cheryl Witham, CFO, and myself. (100 applications were eventually received in total.)
3. The selection of 14 candidates to be interviewed in the first round.
4. First round interviews by a representative stakeholder team comprised of 1 DLT member, 2 BLT members, 1 Division Head, 1 HR Administrative Assistant, 2 faculty members, 1 Buildings and Grounds supervisor, 1 Food Service supervisor, 1 Buildings and Grounds member, 1 CPA member, 1 SST member, and the Superintendent (ex officio). (All interviews were conducted in person except 1, which was conducted by telephone.)
5. First round writing assessment by each candidate, which was made available to the first round team prior to his/her interview.
6. First round interview team debriefing and selection of 4 finalists for second round interviews.
7. Notification to unsuccessful candidates was made by telephone and letter by Cheryl Witham and the Superintendent.
8. Preparation and presentation of a Power Point presentation by each of the 4 finalists to the District Leadership Team.
9. First round writing assessment by each candidate, which was made available to the DLT prior to his/her interview.
10. Administration of 3 Hogan Inventory Assessments to each candidate.
11. Interview with members of the Human Resources Department.
12. Second round interviews.
13. A faculty/staff forum with each candidate of approximately 45-60 minutes.
14. DLT review of Hogan Inventory Assessments by conference with a contracted psychologist.
15. DLT review of faculty/staff ratings and comments from each forum.
16. DLT debriefing and selection of a final candidate and recommendation to the Superintendent.
17. Notification to unsuccessful candidates was made by telephone and letter by the Superintendent.
18. Background/reference checks of the finalist by the Superintendent and the CFO.

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Below, please find a table, which summarizes the demographics of the 14 candidates interviewed in the first round. All candidates who applied and thus interviewed were external.

	Education Background		Non-Education Background		Totals
	Male	Female	Male	Female	
Asian/Pacific Islander					
Hispanic					
American Indian					
African American		4		1	5
White	2	2	3	2	9
Multi-Racial					
Totals	2	6	3	3	14

There were no outstanding issues and/or concerns by members of the interview teams or by the candidates.

The DLT recommends for employment as the Director of Human Resources, Cheryl Champoux. Resume and background information is attached for your review. Briefly, Cheryl possesses 6 different Human Resource certifications; has deep and wide leadership experience as a Human Resources executive (vice president), executive director, supervisor, and manager; displays strong communication (written and presentation) skills; has a B.A. in Psychology and M.A. in Human Relations Services; was a classroom teacher; and is active in major Human Resource professional organizations, serving as a Board Member for the Society for Human Resources Professionals (SHRM) and Education Co-chair. Cheryl has worked in health care, manufacturing, for Fortune 100 companies, non-profits, and education. She is a seasoned Human Resources professional, having worked with several unions in bargaining and related issues.

RECOMMENDATION

I recommend that Cheryl Champoux be employed as the Director of Human Resources.

***Oak Park and River Forest High School
District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Attila J. Weninger, Ph.D., Superintendent

DATE: February 11, 2010

RE: Human Resources Office Reorganization

BACKGROUND

During the recruitment and employment process for the new Director of Human Resources, we heard many of the candidates ask and make mention of HR Generalists in their experiences and offices, as well as recruiters. As the process moved along, it became apparent that in order to bring the HR services to a level that could meet the rising demands of a more complex and large institution such as OPRF, and to meet the increasing need for a diverse and highly qualified workforce of 6 employee groups, of which 4 are union, two changes would be needed.

SUMMARY

HR Generalist

In discussions with Cheryl Champoux, the Director of Human Resources designate, she identified that the lack of an HR Generalist position was a drawback in improving HR services. An HR Generalist is one who has HR credentialing and experience in a variety of both routine and complex HR functions. We have not had such a position, and having one would put OPRF on the forefront of comparable Chicago suburban districts. Additionally, we have a current Administrative Assistant vacancy due to a recent resignation. Cheryl and I worked on a position description for this position, utilizing the current vacant position, as well as other business/industry HR Generalist position descriptions as a starting point. Attached, please find that draft, which is not yet complete. We are also identifying salary ranges for this position.

Recruiter/Staff Developer/HR Generalist

Also in discussions with Cheryl Champoux, we identified District needs which must be met by HR but under the current structure and organization, are not and most likely cannot be met. One is the active recruitment of minority candidates for faculty and administrative positions, as well as the overall active recruitment of highly qualified candidates. We believe that a person devoted to this aspect of the District's goals is critical and necessary. In addition, we have need for staff development for all our employee groups in order to continually raise skills and offer opportunities for advancement for our employees. Both the recruitment and staff developer aspects of this position have natural connections. The position should also be staffed by someone who has at a minimum HR Generalist training and experience. Cheryl and I are working on a draft position description for this position, as well as identifying salary ranges.

RECOMMENDATION

For discussion and consent to continue developing the re-organization of the Human Resources Office per above.

Oak Park and River Forest High School
District 200

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Human Resources Position Description
Human Resources Generalist

Title	Human Resources Generalist
Reports to	Director of Human Resources
Education/Experience	Bachelor's Degree in Human Resource Management or related field. Five to seven (5-7) years experience in human resources or related field. PHR certification preferred.
Qualifications	Evidence of an ability to read, analyze, and interpret government regulations and collective bargaining contracts are essential. Other essential skills include the ability to: write narrative and statistical reports and business correspondence; communicate effectively and present information to District personnel; and provide a high level of customer satisfaction. Knowledge of 403 (b) and Section 125 plans. Previous experience with state pension plans a plus.
Position Summary	With limited supervision, is responsible for the successful management of personnel practices and policies for assigned employee groups. Responsibilities include policy interpretation and administration, employee relations, training, compensation, benefits, and other duties as necessary to ensure maximum effectiveness of the Human Resources office. Administrative duties include health insurance tracking, processing of flexible spending checks, and maintenance of state required District personnel reporting.

Responsibilities

ORGANIZATIONAL DEVELOPMENT AND TRAINING RESPONSIBILITIES

1. In conjunction with the Director and other Human Resources staff, manages the organizational plan for designated client groups, including developing and updating job descriptions, determining skills and competencies required for specific jobs, and determining developmental/promotional opportunities.
2. Assists employee groups in assessing training needs. Counsels administrators, supervisors, and employees about on-the-job and formal training opportunities to develop new skills and prepare for advancement. Assists administrators, supervisors, and employees in preparing individual development plans and annual goals and objectives.
3. Develops, coordinates and conducts new leader training to ensure aspiring leaders understand and can effectively carry out new leadership responsibilities.
4. Develops and conducts training for administrators, supervisors, and employees regarding human resources issues.
5. Assists clients in assessing training effectiveness.
6. Participates in development and implementation of new employee orientation.
7. Provides input to improve and further develop other training and development programs.

POLICY DEVELOPMENT, INTERPRETATION, AND ADMINISTRATION

1. Assists in the development of human resources policies in order to satisfy legal requirements.
2. Assures a practical level of consistency and accurate policy interpretation within each employee group. Audits policy compliance.
3. Assists employee group administrators and supervisors in required personnel functions such as disciplinary procedures and appropriate corresponding paperwork and documentation.
4. Provides policy and procedure explanation to administrators and supervisors.
5. Responds to and supports District's position in unemployment claims.
6. Coordinates and monitors leaves of absence for employees.
7. Collaborates with other HR personnel to maintain a practical level of consistency throughout the Department.
8. Maintains ADA knowledge and expertise to identify employment options, with or without accommodation, for employees.

EMPLOYEE RELATIONS AND PERFORMANCE MANAGEMENT

1. Provides policy and procedure explanation and employee benefits information to newly hired employees and current employees, as necessary.
2. Demonstrates an appropriate balance between District and employee advocacy.
3. Communicates with employees as required in resolving conflicts and acting as a mediator in facilitating resolution.
4. Assists administrators and supervisors in identification of aberrant employee behavior.
5. Employee Assistance Plan (EAP) referrals, and other issues as required.
6. Assists administrators and supervisors in identifying, documenting, and communicating results and deficiencies in performance.
7. Reviews performance appraisals and action plans and provides feedback to administrators and supervisors prior to communicating with employees.

COMPENSATION AND BENEFITS

1. Determines and effectively administers compensation and benefits changes associated with personnel transactions including increases, promotions, transfers, demotions, terminations, and leaves of absence.
2. Communicates with other members of the department to ensure accuracy within HR.
3. Files and documents all special arrangements associated with the transactions.
4. Reviews performance appraisals of employees for consistency and verifies wage increases to comply with current compensation practice.
5. With administrators and supervisors, develops job descriptions for positions within employee groups and recommends appropriate compensation for new positions.
6. Conducts job analysis for positions within employee groups to determine appropriate salary levels according to compensation guidelines and policy. Regularly monitors market compensation data. Recommends changes to pay ranges to remain competitive with appropriate labor markets, if appropriate.
7. Prepares data for salary surveys as assigned.
8. Assists administrators and supervisors in communicating the District's total compensation package to employees
9. Responds to employee questions regarding employee benefits, referring more complex and HIPAA-related questions to the Benefits Specialist or Director.

ADMIMISTRATIVE FUNCTIONS

1. Performs insurance tracking procedures for medical, dental, life and LTD programs.
2. Maintains and monitors certification records and driver requirements for all certificated and designated personnel per Board policy.
3. Monitors paraprofessional compliance with **School Code** regulations.
4. Monitors employee personnel files for timely submission of required District documents for all newly hired personnel.
5. Enters maintenance data for employees in Skyward such as address, insurance and federal/state withholding information.
6. Processes approved payments for District's Flexible Spending Program (Section 125).
7. Coordinates the submission of selected state reports such as the Teacher Service Record report.
8. Coordinates the submission of information for the NWPA Jackson Journal.
9. Provides salary and benefits analysis and report writing for collective bargaining purposes.
10. Handles retiree and COBRA payments for health and dental insurance.
11. Manages District's Section 125 Plan.
12. Special projects and other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of appropriate legislation pertaining to employment, compensation and benefits and other related human resources functions.
2. Knowledge of District policies and procedures.
3. Knowledge of employment practices.
4. Knowledge of compensation practices.
5. Knowledge of company benefits plans.
6. Ability to verbally communicate with others in order to coach and lead.
7. Ability to write reports in order to meet department objectives.
8. Ability to read personnel files and interpret appropriate legislation and company policies.
9. Ability to interface with all levels of the organization.
10. Ability to move from department to department to attend meetings.
11. Ability to integrate data from interviews in order to make appropriate employment decisions.
12. Ability to coordinate multiple and changing priorities.
13. High degree of accuracy and attention to detail.

Physical/Visual Demands

Standing, sitting, lifting, carrying reaching, fine motor dexterity, talking, hearing, visual acuity: near

Environmental Conditions

Standard office conditions.

Terms and Conditions

The position has a salary and benefits that are competitive with the suburban Chicagoland area high school districts and offers a full range of employee benefits, including major medical and dental. A twelve-month work year is required.

**Oak Park and River Forest High School
District 200**

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**Human Resources Position Description
Recruiter Staff Development**

Title Recruiter and Staff Developer

Reports to Director of Human Resources

Education/Experience Bachelor's Degree in Human Resource Management or related field. Five to seven years experience in human resources. PHR/SPHR certification preferred.

Qualifications Ability to work with details Understands spreadsheets and has the ability to proficiently use Microsoft Excel and Microsoft Word effectively. Strong organizational and customer service skills. Has a high degree of accuracy

Position Summary Confidential position with responsibility for designated functions in the Office of Human Resources. Those functions include but are not limited to District's recruitment for all employee groups, District's staff development and human resource generalist responsibilities. With limited supervision, is responsible for the successful recruitment and retention of District's staff. Develops and conducts District-wide and client group specific training. Human Resource Generalist responsibilities include policy interpretation and administration, employee relations, new employee orientation and other duties as necessary to ensure maximum effectiveness of the Human Resources office.

Responsibilities

RECRUITMENT AND RETENTION RESPONSIBILITIES

1. Develops an annual recruitment/retention plan.
2. Develops and manages to the recruitment budget.
3. Composes, rewrites, and places recruitment advertising in newspapers, professional publications, Internet, etc. Reviews and approves advertising invoices for payment.
4. Assures there are current job descriptions for open positions.
5. With the hiring manager, develops behavioral interviewing questions for all open positions.
6. Posts all open positions per posting policy
7. Represents the District at various career days, recruitment functions, and professional organizational meetings.
8. Maintains applicant tracking database and secures qualified candidate applications for open positions.

9. Conducts preliminary interviews for all positions. Records interview notes and determines the candidates' suitability for employment.
10. Provides job applicant with an overview of the school. Explains basic job requirements, relevant salary ranges, and District policies and procedures.
11. Communicates to hiring department all relevant candidate information obtained during the preliminary interview. Discusses candidate's strengths and employment limitations with department representatives and facilitates an employment recommendation.
12. Informs candidates by telephone and mail of the selection decision. Extends offers and prepares and processes new-hire paperwork.
13. Member of the Recruitment and Retention Committee.
14. Is cross-trained in basic compensation administration.
15. Recommends recruitment strategies to Director of Human Resources (e.g. benefit enhancement, salary proposals).
16. Responsible for analyzing retention issues and developing, monitoring, and continually assessing new hire experiences with the goal of improving retention of qualified staff.
17. Communicate regularly both formally and informally with new employees to answer questions, solicit feedback and foster positive employee morale and retention. Document meetings held with employees, issues raised and actions taken to address concerns/problems identified.
18. Develop mechanisms to measure and monitor indicators of new hire satisfaction. Develop a log of complaints, suggestions, issues. In concert with appropriate staff, assist in the development of an immediate action plan to resolve issues and improve service. Identify key issues raised and redesign/design the process to reduce new hire concerns and ensure that issues do not reoccur. Act as a liaison with other departments to solve cross-functional problems identified. Report to supervisor regularly on measurement of key indicators and actions taken. Solicit input from supervisor, as necessary, when efforts to resolve issues are not successful.
19. Coordinate recognition events related to new hire and/or retention initiatives.
20. Conducts exit interviews for all personnel. Tracks reasons for leaving and provides reports trends.
21. Keeps up to date on new or revised federal and state laws regarding employment practices.
22. Special projects and other duties as assigned.

STAFF DEVELOPMENT AND TRAINING RESPONSIBILITIES

1. In conjunction with the Director, manages the organizational plan for designated client groups, including developing and updating job descriptions, determining skills and competencies required for specific jobs, and determining developmental/promotional opportunities.
2. Assists employee groups in assessing training needs.
3. Counsels administrators, supervisors, and employees about on-the-job and formal training opportunities to develop new skills and prepare for advancement.
4. Assists administrators, supervisors, and employees in preparing individual development plans and annual goals and objectives.
5. Develops, implements and conducts new employee orientation.
6. Develops, coordinates, and conducts new leader training to ensure aspiring leaders understand and can effectively carry out new leadership responsibilities.
7. Develops and conducts training for administrators, supervisors, and employees to assist the District in meeting its goals.

8. Assists clients in assessing training effectiveness.
9. Provides input to improve and further develop other training, development and mentoring programs.

KNOWLEDGE, SKILL AND ABILITY

1. Knowledge of appropriate legislation pertaining to employment, compensation and benefits and other related human resources functions.
2. Knowledge of District policies and procedures.
3. Knowledge of employment practices.
4. Knowledge of compensation practices.
5. Knowledge of company benefits plans.
6. Ability to write reports in order to meet department objectives.
7. Ability to read personnel files and interpret appropriate legislation and company policies.
8. Ability to interface with all levels of the organization.
9. Ability to move from department to department to attend meetings.
10. Ability to integrate data from interviews in order to make appropriate employment decisions.
11. Ability to coordinate multiple and changing priorities.

Physical/Visual Demands

Standing, sitting, lifting, carrying reaching, fine motor dexterity, talking, hearing, visual
Acuity: near

Environmental Conditions

Standard office conditions.

Terms and Conditions

The position has a salary and benefits that are competitive with the suburban Chicagoland area high school districts and offers a full range of employee benefits, including major medical and dental. A twelve-month work year is required.