

WARREN HILLS REGIONAL

TITLE: **DIRECTOR OF HUMAN RESOURCES**

QUALIFICATIONS:

1. Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. Progressively responsible experience with administration and/or supervision in a school district setting; education and/or training in personnel-related functions.
2. Knowledge of: Principles, practices, and trends of public personnel administration, in such areas as evaluation of certificated and classified employees, recruitment, examination, classification, and wage and salary administration; related provisions of laws including the New Jersey Education Code; concepts of occupations found in school districts; effective counseling techniques and human relations. Operations of school district educational and administrative functions; principles, practices, and trends of public personnel administration; Federal, State, local statutes and Education Code provisions; all policies and laws which impact employer/employee relations; familiarity with numerous regulatory agency guidelines, content of collective bargaining agreements and approaches to collaboration; contract law; risk management principles; and organizational psychology.
3. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff.
4. Strong leadership and communication skills and ability to, in conjunction with the superintendent and the business administrator, plan, organize, and direct the classified and certificated personnel program; interpret and apply rules and regulations under laws including the Education Code and certificated and classified collective bargaining contracts; assemble and analyze data and make appropriate recommendations to school officials, and the board. The director/manager will work collaboratively with other departments, agencies, and work sites; train subordinates; relate to and communicate with all members of the work force. Participate as a representative of the district during employer/employee contract negotiations; interpret and apply rules and regulations under Federal, State, and local statutes, Education Code, board policy, grievance procedures, confidential personnel matters, and collective bargaining agreements; improve and implement policies and procedures; work collaboratively with operating units, site administrators, and public officials, vendors, consultants, and the general public; communicate effectively, orally and in writing; problem solving ability.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Experience: Background which provides comprehensive experience in a personnel related field; extensive personnel experience in public sector and educationally related or service organizations; minimum of four years' experience in a personnel related field including two years at a supervisory or management level. Background which demonstrates progressively responsible administrative experience in the public sector and educationally related or service organizations, including two years at a supervisory level.

REPORTS TO: Superintendent

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SUPERVISES: Assigned administrative personnel

JOB GOAL:

Under general direction of the Superintendent, the Director of Human Resources is a confidential employee responsible for the administration and coordination of classified and certificated functions of the Human Resources Division. Under direction of the Superintendent plans, organizes, and directs a comprehensive human resources program, including recruitment, selection, classification, wage and salary administration, employee relations and collective bargaining. Under direction of the Superintendent, serve as the principal advisor to the Superintendent regarding employee and labor relations matters.

PERFORMANCE RESPONSIBILITIES:

1. Plan, direct, and manage the human resources function for the district's certificated and classified employees.
2. Acts as the Affirmative Action Officer for the district.
3. Manage and coordinate school and district programs for attracting, selecting, and developing personnel appropriate to specific programs, roles and job needs.
4. Administer all procedures and policies relative to both the classified and certificated personnel programs of the District in conformity with the requirements of appropriate Federal and State laws including the New Jersey Education Code, and local Board Policy.
5. Manage all personnel actions, assignment, transfer, reassignment, promotion, demotion, and dismissal of personnel.
6. Manage and maintain a district-wide staffing profile.
7. Manage and maintain the record-keeping for a system of performance evaluation for employees.
8. Manage the district's recruitment and selection efforts.
9. Provide specialized assistance in the handling of employee problems of keeping abreast of new theories, trends, and practice pertaining to grievance, legal matters, conflict resolution, suspension and termination.
10. Will coordinate trainings and oversee investigations related to the New Jersey Anti-Bullying Legislation for Harassment, Intimidation and Bullying.
11. Interpret Board Policies and Administrative Regulations relating to Employer/Employee Relations and advise, direct, and assist, as necessary, in their implementation.
12. Establish and maintain cooperative relations with others.
13. Provide leadership for the Human Resources staff.
14. Responsibility for representing the district in the investigation and resolution of compliance issues and contractual disputes.
15. Manages human resources functions related to certificated and classified personnel.
16. Directs and evaluates the work of the clerical and technical staff of human resources.
17. Interprets district policies, practices, and procedures to administrators, teachers, classified staff,

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and applicants.

18. Serves as a resource person for information relative to the Education Code and legal regulations pertinent to personnel practices.
19. Assists with development of the annual budgets for human resources and Employee-Employer Relations and monitors expenditures.
20. Develops personnel policy proposals and recommendations.
21. Serves as human resources link to Business Services (data processing, payroll, worker's compensation).
22. Coordinates classified and certificated personnel evaluation systems.
23. Develops job descriptions for new positions and revises current job descriptions for Board approval and coordinate manual of S.O.P.'s in relation to both professional and support staff.
24. Assists with collective bargaining for all bargaining units.
25. Coordinates retirement incentive/option program; consults with employees on retirement related issues.
26. Conducts analyses for district and state reports [NJ SMART]. Files reports in a timely manner, seeking Board approval when appropriate.
27. Represents or as appropriate assists in representing the District at compliance agency hearings including but not limited to judicial proceedings and PERC, EEOC, and Workers' Compensation Appeals Board.
28. Monitors District human resource related litigation.
29. Title VI Coordinator, as per Office of Civil Rights regulations.
30. Title IX Coordinator, as per Office of Civil Rights regulations.
31. The individual serving in that position will serve as acting Assistant Superintendent in the event that both the Superintendent and Assistant Superintendent are on concurrent extended leaves of absence.
32. Other duties may include to: Support Superintendent in monitoring/evaluating district major goals and objectives, attend board meetings and prepares such reports for the board as the Superintendent may request. Perform other related duties as may be assigned by the Superintendent and/or requested by the board.

TERMS OF

EMPLOYMENT: Twelve month, at-will employee - compensation determined by Board of Education

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Adopted: March 21, 2017
Revised: March 5, 2019
Revised: August 20, 2019