

27J SCHOOLS
ADMINISTRATIVE POSITION JOB DESCRIPTION

Position Title: Chief Human Resource Officer
Last Modified: December 2020
Work Year: 260 Paid Days
Reports to: Superintendent
Dept./Division: Human Resources

JOB DESCRIPTION:

This position provides support to the educational process by directing, coordinating, and facilitating central personnel functions, coordinates the district negotiation processes, acts as a resource to district personnel in human resource issues, and acts as representative of District in various community groups and forums; serves as a member of Executive Leadership and the District Leadership Group.

JOB RESPONSIBILITIES:

1. Facilitates and/or coordinates all District human resource functions, including the establishment of internal procedures. Maintains current knowledge and understanding of employment law, District policies and procedures and Master Agreements, assuring District compliance with regulations and guidelines for all areas of Human Resources.
2. Provides licensed and classified staffing allocations for the District. Develops and implements total compensation plan for all employees.
3. Coordinates the District efforts to recruit, screen, select, employ and assign the most qualified individuals for licensed, administrative, and classified positions while meeting all the state and federal regulations governing civil rights. Serves as the District Title IX officer.
4. Coordinates the District effort at effective evaluation of both licensed and classified personnel.
5. Negotiates for employee benefits including health, dental, vision, and life insurances with input from the Insurance Advisory Group. Oversees employee wellness efforts.
6. Coordinates and/or facilitates the effective implementation of District processes for grievances, PERA reporting, group employee insurance coverage, all types of leave, Workers' Compensation, unemployment and other areas appropriate to Human Resources.
7. Coordinates District negotiation processes with all employee groups, assuring appropriate policies and processes are followed.
8. Provides information and recommendations to Superintendent and Board of Education on personnel issues and actions, including both licensed and classified positions.
9. Acts as a resource for and liaison with all District administrators and other employees on personnel matters. Facilitates the development of solutions, both long and short term, to personnel issues and problems as needed within any department or school in the District or with groups or individuals outside the District. Facilitates and/or coordinates training and updating of District administrators and others on personnel issues.
10. Coordinates the placement of certified and classified substitutes as required for employee absences.
11. Oversees the process for background checking and approval of volunteers to work in schools.
12. Provides guidance and leadership on District issues as member of Executive Leadership and the District Leadership Group.
13. Administers budget and grant funds in a responsible, efficient, and effective manner.
14. Serves as liaison representing the District in various community groups and in various settings within the Brighton community and beyond.
15. Follows through on all duties as assigned by the Superintendent.

EXPERIENCE AND ACADEMIC PREPARATION:

- Education: Masters Degree minimum; other advanced graduate work preferred.

- Administrative Experience: At least three years in a school or central office related position with an additional three years of teaching experience preferred.
- Special Training or Experience: Training and/or experience in major areas of personnel and personnel management. Administrative experience in an educational organization or similar environment. Demonstrated leadership experience in collaborative decision making; (S)PHR preferred.

EQUIPMENT USED: Telephone, computer device and related software, facsimile machine, copiers, printers, audio/visual equipment and other business related equipment.

PHYSICAL REQUIREMENTS:

- Ability to grasp and manipulate office equipment and other similar tools and equipment.
- Ability to communicate regularly. (Speech/Hearing)
- Ability to remain stationary and mobile for extended periods of time. (walking, standing, use of hands to finger, reach, stoop, kneel, crouch, or crawl), lift and/or move 50 pounds.
- Ability to distinguish small objects at near distances.

MENTAL REQUIREMENTS:

- Ability to compare, analyze, synthesize, and evaluate data and information and relies in on interpersonal skills when working with employees, students, parents, and community members.
- Ability to communicate, coordinate, facilitate, instruct, compute, compile, and negotiate in small and large group settings.

ENVIRONMENTAL CONDITIONS: The majority of this position's duties are performed inside. Position has little exposure to mild/adverse weather for outside safety/ supervision as required. There is little to no exposure to adverse environmental conditions.