



## Human Resources Director

### Purpose Statement

The role of the Human Resources Director is to direct and manage all human resource programs and services. This position provides information and serves as a resource to others, ensuring services are in compliance with established guidelines, and serves as a member of the executive team.

### Supervisory Relationship

Reports to: Superintendent

### Essential Functions

- **Policy Administration:** Administer a variety of policies and employment agreements, including orientation, labor contracts, and compensation schedules, to ensure compliance with district policies, laws, and agreements.
- **Collaboration:** Collaborate with internal and external personnel, such as other administrators, auditors, public agencies, and community members, to implement and maintain services and programs.
- **Recruitment Coordination:** Oversee the recruitment process, including advertising vacancies, screening applicants, conducting interviews, and making hiring recommendations, to maintain a highly qualified staff.
- **Department Operations:** Direct department operations, maintain services, and implement new programs and processes within established timeframes and requirements.
- **Meeting Facilitation:** Facilitate meetings, workshops, and seminars on personnel actions, financial procedures, regulatory requirements, and inter-district needs to identify issues and develop recommendations.
- **Grievance Investigation:** Investigate employee grievances and complaints, such as sexual harassment and pay disputes, to reach resolutions and maintain a healthy work environment.
- **Record Maintenance:** Maintain manuals, electronic documents, files, and records, such as background information, vacancy listings, and applicant tracking, to ensure accurate information and compliance with guidelines.
- **Personnel Records:** Maintain personnel records for recruiting, hiring, retaining, assigning, and promoting personnel, ensuring documentation compliance with established requirements.
- **Budget Monitoring:** Monitor budget allocations, expenditures, and fund balances to ensure accuracy, compliance with budget limits, and proper fiscal practices.
- **Process Monitoring:** Oversee processes, such as certificated postings, interview schedules, substitute placements, and new employee orientation, to ensure efficient processing and compliance with requirements.
- **Personnel Oversight:** Oversee recruitment, selection, and hiring processes to fill openings with qualified personnel and ensure regulatory compliance.
- **Professional Development:** Participate in meetings, workshops, job fairs, and seminars to convey and gather information necessary for administrative responsibilities.
- **Collective Bargaining:** Assist in the collective bargaining process to negotiate labor agreements for the district.
- **Personnel Administration:** Perform administrative functions, such as hiring, training, supervising, evaluating, and providing professional development opportunities, to maintain staffing and enhance productivity.
- **Documentation:** Prepare complex written materials, such as plans, budgets, funding requests, and procedures, to document activities, meet compliance requirements, and support requested actions.
- **Policy Recommendation:** Recommend policies and procedures to meet the district's goals and objectives.

- **Research:** Research information on policies, current practices, staffing requirements, and financial resources to develop new programs and ensure compliance.
- **Inquiry Response:** Respond to inquiries from internal and external sources to identify relevant issues and recommend or implement solutions.
- **New Hire Support:** Serve as a resource to new hires, providing support for hiring activities.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills**

- Planning and managing projects.
- Preparing and maintaining accurate records.
- Operating standard office equipment.
- Utilizing pertinent software applications.

### **Knowledge**

- Human resource management principles.
- Employment law and regulations.
- Collective bargaining processes.
- Budget management and financial analysis.

### **Abilities**

- Schedule activities and meetings.
- Gather, collate, and classify data.
- Work independently and as part of a team.
- Communicate effectively with diverse groups.
- Analyze issues and create action plans.
- Maintain confidentiality.
- Adapt to changing priorities.

### **Responsibility**

Work under limited supervision using standardized practices and methods. Direct other persons within a department. Monitor budget expenditures. Utilize resources from other work units as required. Continuously impact the organization's services.

### **Work Environment**

The role involves some lifting, carrying, pushing, pulling, stooping, kneeling, crouching, and fine finger dexterity. Typically, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

### **Experience**

Five years of comprehensive human resources work experience, including staff supervision.

### **Education**

Bachelor's degree in human resources management, business or public administration, management, industrial relations, or a closely related field; or a bachelor's degree with a major in another field and seven years of comprehensive, progressively more responsible human resources work experience that included supervision of staff performing human resources tasks.

A master's degree may substitute for one year of work experience.

**Clearances**

Criminal justice fingerprint/background clearance.

**FLSA Status**

Exempt

**Salary Grade**

Human Resources Director