Job Title: Director of Human Resources

Reports To: Superintendent/Assistant Superintendent

FLSA Status: Exempt

Nature of Work

The Executive Director of Human Resources is responsible for overseeing personnel administration and implementing county policies and procedures related to a variety of human resources programs. This role involves developing, coordinating, and evaluating programs concerning recruitment, employee relations, benefits, insurance, and health services. The Executive Director interprets personnel ordinances, addresses employee concerns, assists elected officials with personnel matters, and serves as a liaison to outside organizations. This position requires initiative and independent judgment to ensure the effective administration of HR programs while exercising tact and courtesy in interactions with employees, officials, and external representatives.

Duties and Responsibilities

- **Program Development:** Plan, develop, coordinate, and evaluate operations of the Personnel Department.
- **Consultation:** Provide advice and support by interpreting HR policies and procedures; counsel directors, administrators, and employees on employment, record-keeping, retirement, and grievance matters.
- **Collaborates with CFSO:** Works concurrently with the CSFO and bookkeeping payroll department. Facilitate accurate reporting and updates on personnel units and salary changes within different associated source funds such as Foundation units and Title funds. Assist the CSFO in maintaining accurate salary schedules and supplements, ensuring alignment with budget constraints and personnel data. Manage transfers, location changes, and resignations within the financial systems.
- **Recruitment Management:** Oversee recruitment activities, determining qualifications, and conducting background investigations.
- **Goal Setting:** Establish departmental goals and objectives; represent the department at meetings on personnel matters.
- **Personnel Issue Resolution:** Analyze and make decisions regarding personnel problems and issues.
- **Equal Opportunity Programs:** Administer Equal Employment Opportunities.
- **Compensation and Evaluation:** Manage performance evaluation programs, including job descriptions, salary surveys, and position reclassifications.
- **Training Development:** Identify HR training needs and develop training programs to meet these needs.

- **Organizational Development:** Act as an internal consultant on organizational development, service standards, and job performance.
- **Facilitation:** Coordinate the development of problem-solving groups and facilitate identification and resolution of organizational issues.
- **Process Improvement:** Develop systems and policies to streamline operations and enhance organizational effectiveness.
- **Employee Engagement:** Enhance job satisfaction and improve organizational effectiveness.
- **Additional Duties:** Perform other duties as required.

Minimum Training

- Master's degree in Education Administration, Public Administration, Business Administration, or a related field.
- 3 to 5 years of experience in public personnel administration and management.
- Equivalent combinations of training and experience will be considered.

Essential Job Functions

- Ability to operate office equipment, including computers and copiers.
- Physical ability to exert up to 10 pounds of force occasionally.
- Proficient in reading and preparing various documents, reports, and correspondence.
- Strong analytical skills to define problems and interpret technical instructions.
- Effective communication skills, both oral and written, including professional terminology.
- Adaptability to perform under stress and manage emergency situations.

Knowledge, Skills, and Abilities

- In-depth knowledge of public personnel administration principles and practices.
- Understanding of federal, state, and local laws governing personnel administration.
- Familiarity with the school system's operational policies and procedures.
- Strong knowledge of ethical guidelines relevant to the role.
- Expertise in management principles related to staff development, employee relations, and policy administration.
- Ability to lead and supervise personnel management programs.
- Proficient in common office software, including word processing and spreadsheet applications.
- Capacity to effectively present ideas and conduct presentations before groups.
- Proven ability to establish and maintain effective working relationships.

Disclaimer: This job description outlines the general nature and level of work performed by employees in this classification. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications for this role.