ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: **Employee Services Supervisor**	**Department / Building:** Employee Services / District Office
Reports To: Executive Director of Administrative Services	**FLSA Status:** Exempt
Grade / Subgrade: Confidential	**Bargaining / Work Unit:** Unaffiliated
Duty Year: 260 or 261 days	**Position Last Updated:** 06-01-2026

SECTION II: JOB SUMMARY

Performs advanced and complex professional work within Human Resources including managing talent acquisition, recruitment, and hiring processes. Responsible for supervising onboarding, ensuring hiring and licensing compliance, contract(s) implementation, and acting as a day-to-day liaison with district administration and business services on routine HR, hiring, and personnel matters. Day-to-day task supervision and consultation with benefits coordinator and employee service specialist.

Work is performed under the direction of the director of administrative services.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	**Statement of duty/responsibility:** People and Culture HR Program and Service Leadership
Percent of Time	50%	

Tasks involved in fulfilling above duty/responsibility:

- Acts as HR first point of contact for administration, staff, and the general public.
- Primarily manages the employee life cycle for certified staff and other designated job classifications including hiring, licensing, onboarding, and separation.

- Serves as district representative for certified staff licensure requirements and eligibility with PELSB and the Board of Teaching.
- Administration of annual seniority and probationary lists for certified and support staff.
- Manages certified employee lane change and course pre-approval process.
- Monitors, coordinates, tracks, and records district performance management and evaluation procedures; determines accordance with district policies and procedures.
- Assists with development and implementation of various human resources plans and procedures for all district personnel; assists in the preparation and maintenance of employee handbooks and policies and procedures manual; serves as a resource for staff on district policies and procedures.
- Monitors and implements day-to-day operational workflows with internal stakeholders including business services.
- Develops and fosters recruitment and outreach strategies for new staff.
- Facilitates new hire, exit, and stay interviews for staff in all classifications.
- May assist as needed with leave management & employee life cycle for non-certified staff.

Duty/Responsibility #	2	**Statement of duty/responsibility:** Federal and State Reporting and Compliance
Percent of Time	25%	

Tasks involved in fulfilling above duty/responsibility:

- Analyzes data and monitors compliance with federal reporting requirements including Pay Equity, Staff Automated Reporting (STAR), and Civil Rights Collection reports.
- Directs and oversees records and the preparation of various reports regarding the District's human resources programs such as unemployment, workers' compensation, and retirement requirements.
- Assists in monitoring compliance with Minnesota Employment laws including Safe and Sick Time, Wage Theft Notification & reports to state agencies including Department of Labor
- Reviews, responds, and processes unemployment claims and represents the school district in unemployment hearings as assigned.
- Responsible for the administration of annual employee notice and assignment letters for certified and non-certified staff

Duty/Responsibility #	3	**Statement of duty/responsibility:** Supervisory Duties
Percent of Time	15%	

Tasks involved in fulfilling above duty/responsibility:

- Assigns, directs, trains, and reviews day-to day work and workflows of the benefits coordinator and employee relations specialist positions in close coordination with the director of administrative services

- Responsible for maintaining ADA compliance and performs mandated interactive conferences with employees as assigned including follow-up documentation in addition to administrative consultation
- Responsible for processing public data requests in concert with the director of administrative services
- Responsible for employee separation meetings under probationary release

Duty/Responsibility #	4	**Statement of duty/responsibility:** Special Projects
Percent of Time	10%	

Tasks involved in fulfilling above duty/responsibility:

- Assists with preparation tasks for negotiation of collective bargaining agreements, including data gathering, providing input on proposals, making updates to handbooks and contracts once ratified, and participating in negotiations sessions as assigned by the director of administrative services. Assists with maintaining CBA agreements including preparation of changes to contracts.
- Oversees construction and updating of Human Resources website and related forms.
- Membership and attendance of MASPA professional group conferences and meetings.
- Responsible for overseeing the maintenance of employee personnel files in close coordination with the employee relations specialist.
- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge of reading, writing, and math concepts sufficient to assist staff and stakeholders with Human Resources issues.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.
- Demonstrated listening skills.
- Ability and willingness to collaborate and cooperate with other staff in accomplishing the goals of the school district.
- Ability to develop and maintain effective working relationships with staff.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to read and interpret simple directions and comprehend written information.
- Ability to interpret directions and clearly articulate expectations to staff and stakeholders.
- Ability to demonstrate caring and understanding of staff and stakeholder needs.
- Knowledge, skill, and ability to respond calmly and appropriately in emergency situations.
- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.

- The knowledge, skill, and ability to set up, maintain, and ensure the security and confidentiality of data and information, particularly staff related records.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration, or other related field required.
- Masters or law degree preferred.
- SHRM-CP or PHR certification preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- One to three years' of human resources experience is preferred. Prior public or school experience is strongly preferred. Prior supervisor experience preferred.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands					
N = never **/ O =** occasionally (1-33%) **/ F =** Frequently (34-66%) **/ C =** Consistently (67-100%)					
Physical		**Lifting/Carrying**		**Exposure to Environmentals**	
Standing	O	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through body and/or body fluids	N
Walking	O	Up to 25 pounds	O	Toxic chemicals	N

Sitting	C	Up to 50 pounds	O	Moving parts	N
Talking in person/on the phone	C	Up to 75 pounds	N	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	N	Explosives	N
Hearing	C	More than 100 pounds	N	Fumes	N
Feeling, grasping, finger dexterity	C	**Noise Levels**		Extreme cold (non-weather)	N
Climbing, balancing	N	Quiet (i.e. private office)	C	Extreme heat (non-weather)	N
Stooping (bend at waist)	N	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	N
Crouching, crawling, kneeling, squatting	N	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	**Sight**	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	O
Distinguishing smell	N			Looking at computer monitor	C
Distinguishing temperature	N			Color vision (identify and distinguish colors)	F
Traveling by automobile	O			Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.