



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

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.