Adams 12 Five Star Schools

Job Description
Prepared/Revised: July 2026

Job Title:	**Director, Human Resources Operations**	Job Code:	**3144**
Job Family:	**Non-Certified**	FLSA Status:	**Ex - A**
Pay Program:	**Administrative**	Grade:	**L20**
Typical Work Year:	**12 months**		

SUMMARY: Responsible for directing the Human Resources (HR) Operations team in support of Compensation, Human Resources Information Systems, Benefits, employee records and daily HR operations. The HR Operations Director will have knowledge of Board of Education (BOE) ends and policies, master agreement(s), district, state and federal policies as they relate to compensation, onboarding and other related areas of Human Resources. Plans, develops and implements compensation programs, policies and procedures to align with the board and district policies, district strategic goals, master agreements and state and federal law. Provides leadership, planning, project coordination, functional expertise and management of human resources information system (HRIS) functions. Serve as a resource to administrators and supervisors for compensation, salary administration, job descriptions, data requests and related functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manages the development, implementation and administration of the district's compensation salary schedules and plans. Ensures compensation programs align to the district's strategic plan. Designs, recommends and implements new or modified compensation programs. Ensures compliance of compensation programs to district policy, master agreement(s), state and federal laws. Creates guidelines for the district to ensure that organization and individual compensation practices conform to organization policy and meet government regulations.	D	20%
2. Support collective bargaining negotiations with factual, statistical data, cost analysis, forecasting and recommendations regarding compensation and other matters for use in collective bargaining negotiations and pre-grievance research. Create and recommend changes in compensation related contract and master agreement language. Direct implementation of negotiated changes in HRIS system as needed.	A	20%
3. Conduct, manage and oversee data and analysis provided in response to Colorado Open Records Act (CORA) requests. Gather information and extract data, via queries in response to information from outside consultants and published market data, regarding costs of proposed contract changes, salary structure changes, costs associated with grade movements, turnover data, and other compensation and HR related information. Provide ad hoc reports and data in response to requests from internal and external stakeholders.	D	10%
4. Direct daily HR operations include hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline. Manages the day-to-day activities of the HR operations team including but not limited to compensation, HRIS programs, Benefits, onboarding and initial salary placement. Sets goals and objectives that support the district and department goals and strategic plan. Provides direction to and management of a high-performing, results-oriented team.	D	20%
5. Directs staff in promotion of proactive approaches to using HR systems and technology to meet business needs, improve business processes and solve problems. Serves as a subject matter expert on HR system projects, including leading projects as well as participating as a member of the IT projects related to HR systems. Maintains awareness of system upgrades and enhancements that have potential impact on current and future HRIS functionality and makes recommendation to department leadership. Oversee required federal and state reporting.	D	10%
6. Create, maintain and analyze department position control in collaboration with the Budget department. Provide oversight of position management system to ensure FTE allocations and position data is accurate and interfaces appropriately with all associated district information systems.	W	10%

7. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Human Resources, Statistics or applicable related major.
- Seven (7) years of experience in Human Resources.
- Five (5) years of experience in managing a human resources area.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Certified Compensation Professional (CCP) preferred.
- Senior Professional Human Resources (PHR, SPHR, CP or SCP) preferred.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Possess current training/knowledge in the areas of FLSA and Employment Labor Laws.
- Possess current training/knowledge in EEOC laws.
- Ability to accurately forecast, plan and follow through on projects.
- Advanced knowledge of designing and creating spreadsheets and formulas (Excel preferred).
- Intermediate knowledge of statistics and algebra.
- Intermediate management, communication (oral and written) and presentation skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to maintain confidentiality in all aspects of the job.
- Strong working knowledge of human resources database systems, both application and design. PeopleSoft experience preferred. Ability to create intermediate/advanced queries of the system.
- Critical thinking and problem solving skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience Microsoft Word and Excel.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Human Resources Officer	3099

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Benefits Manager	1	070618
	Compensation Manager	1	5035
	HRIS Manager	1	090507
	Employee Services Specialist	3	1309

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for providing timely and accurate information and recommendations for creation of district salary budgets.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare				X
Analyze				X
Communicate			X	
Copy			X	
Coordinate		X		
Instruct			X	
Compute				X
Synthesize				X
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	