



**GUNNISON
WATERSHED
SCHOOL DISTRICT**

VACANCY NOTICE

District Human Resources Specialist

Join our team to help manage our most valuable asset, our people. This exciting position will bring organization and efficiency to the systems that make working in our school district a human-centered enterprise with high expectations for performance to inspire growth and success for all students.

Terms of Employment:

- 260-day contract
- On the Classified Employee Salary Schedule (column 4), at 0.75 FTE the salary range is \$68,102 - \$99,212, depending on experience.
- Benefits include 100% paid (for employee) health insurance, life insurance, and employer portion of Public Employees Retirement Association (PERA)
- Supervisor: Director of Finance

Qualifications:

- Bachelor's degree or higher in Human Resources, Business Administration or Educational Administration.
- 3+ years of experience in the Human Resources field
- HR Certifications preferred (SHRM-CP, SHRM-SCP, PHR, SPHR)
- Exceptional interpersonal communication
- Comprehensive understanding of employment law
- Conflict resolution skills rooted in restorative practices
- Excellent problem-solving skills
- Sensitivity and understanding
- Ability to remain calm in stressful situations
- Thorough attention to detail
- Ability to balance district policy with employee needs

Roles & Responsibilities:

- Act as District Compliance Officer and coordinate all complaints against the district and district staff
- Conduct investigations and implement disciplinary actions in alignment with policy and federal/state law
- Manage ADA requests and work with staff on reasonable accommodation
- Meet with employees regarding HR-related concerns
- Manage Workers' Compensation claims and Family Medical Leave Act claims
- Process Unemployment claims
- Ensure appropriate record-keeping for all HR matters
- Communicate with legal counsel on HR-related matters as needed
- Assist with recruitment and onboarding of new employees

- Develop and maintain the district's online job application system
- Update job descriptions
- Remain current on labor laws
- Maintain HR section of the website
- Coordinate with hiring managers on recruitment: assist with scheduling, help develop interview questions and participate in hiring committees
- Oversee and support district hiring practices and protocols
- Review and recommend policy and procedure changes
- Conduct and analyze exit interviews and maintain turnover data
- Develop and maintain employee recognition system
- Maintain and review employee work schedules and make recommendations for changes
- Perform salary survey analysis as needed
- Monitor and ensure completion of employee evaluations
- Provide regular district wide communication regarding relevant HR issues
- Visit each building site on a regular basis to assist with HR issues and foster communication
- Annually update the Classified Support Staff Handbook and the HR section of the Administrator's handbook

Location:

District-wide; office in Gunnison, Colorado

Application Process:

Submit Cover Letter, Application, Applicant Oath, Current Resume

Submit to:

Superintendent's Office
 800 N. Boulevard
 Gunnison, CO 81230
 970-641-7760
kfuller@gunnisonschools.net