

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Director of Human Resources for Classified and Operational Personnel

Schedule / Grade: Salaried Support/Grade 8

Job Code: 94DIRCT654

FLSA: Exempt

Calendar: ADSUP-S

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: None

Revised Date: 09/16/2026

PURPOSE

The Director of Human Resources for Classified and Operational Personnel will have the responsibility to establish and maintain criteria for recommending employment, assignments, and dismissal of personnel in cooperation with departmental leadership. The Director will create relationships within the District to ensure consistent handling of personnel-related matters. This position is responsible for overseeing all vendors and systems related to the Human Resources Department. The Director of Classified and Operational Personnel will oversee the recruitment team and ensure compliance in the Human Resources department. This position will create and enforce consistent procedures and oversight for receiving, investigating and processing grievances and employee complaints of discriminatory or harassing behaviors in the workplace.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Advise district administration on personnel policy and functions.
- Supports and coordinates with Human Resources and Business Office personnel to refine and implement technological solutions related to employment processes and position control.
- Coordinate with staff and Human Resources office personnel regarding employee leave and policies (FMLA, ADA, Workers Comp, FLSA, CPS policy).
- Coordinates classified and operational FTE and allocations within budget and board directives.
- Communicates and coordinates hiring functions for all classified and operational staff, including the job posting, initial offer and salary information.
- Coordinates the summer school hiring process with summer school personnel and administrators.
- Oversee the areas of Recruitment and Retention, Human Resources Compliance, Background Check Procedures and other operational aspects of the Human Resources Department.
- Conducts and manages Human Resources audits related to position control, procedure effectiveness, and legal compliance in regard to Human Resources functions.
- Serves as the Title IX Compliance Officer.
- Supports department managers for classified and operational personnel, including reviewing and assisting with evaluations and performance support/coaching.
- Manage salary classification reviews.

- Manages the use of substitute personnel and/or liaison to outside substitute educational staffing contractors.
- Liaison to 3rd party vendors to the Human Resources Department and reviews background checks for vendors and volunteers.
- Oversee Grow Your Own Initiatives including but not limited to ComoED Program.

Perform other duties as necessary to support the mission and vision of Columbia Public Schools.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports to; Chief Human Resources Officer
Supervises: HR Assistants (Operations, Reception, Recruitment Specialist, Talent Acquisition Specialist, Leave Specialist and ComoED Supervisor)

QUALIFICATIONS

Minimum: Bachelor's Degree in Human Resources Management, Business Administration, Public Administration, or closely related field. Three years of experience in Public and Educational Administration or related field. Five years of experience in human resources

Preferred: SHRM or pHCLE certification preferred.

Other: Excellent communication skills, strong technology skills, employee relations and investigatory experience, facility with various database tools and interpretation of data, broad knowledge of personnel administration and law, including compensation, job analysis, and labor relations.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the Districts student information software and databases.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement.

Technology: Present information using a variety of media/technology sources. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment. Consistent and regular attendance is an essential function of this position. Weekends or in evening hours are common.

Environmental conditions: The work environment is consistent with a typical office environment; however, they will occasionally be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer