



Job Description – Director of Human Resources

Department: Administration

FLSA Status: Exempt

Amount of Travel Required: Occasional travel

Positions Supervised: Assigned Staff

Job Status: Full time

Reports To: Superintendent

Pay Grade: 5

Work Days: 225

POSITION SUMMARY:

Human Resources Director is responsible for overseeing administration of hiring, retention, termination, personnel records, legal compliance, compensation, benefits, and long-term staffing strategies. Responsibilities include development and administration of personnel rules and regulations, pay and job classification structure, and programs for employee training, safety, health, and morale.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Advise supervisors on employee relations, compliance, pay issues, classification issues, performance appraisal, and employee training and development
- Coordinate and manage recruitment, screening, and interviewing of applicants for District's positions; provide guidance on selection and placement of employees in positions to achieve District's objectives
- Oversees maintenance of accurate and complete personnel records. Ensures that rules concerning confidentiality and retention are followed
- Develop and interpret personnel policies and/or acceptable management practices to ensure fair and consistent application
- Keeps abreast of federal and state legislation affecting human resources; trains

management and monitors company policies to ensure compliance.

- Oversees preparation of job descriptions and compensation programs. Seeks incentive programs that encourage excellent performance and increase retention rates.
- Advise and assist management in the handling of complaints and/or grievances and determination of appropriate disciplinary actions; represent management at grievance hearings, dismissal conferences, and arbitration.
- Review and screen requests for new positions and reclassifications to determine appropriateness of submission; advise management on departmental organization
- Assess staff training needs and develop, conduct or provide training sessions as appropriate for all employees.
- Determine budgetary impact of salary actions and assist management with salary budget planning and staffing requirements.
- Supervise HR Assistant; recommend various personnel actions including, but not limited to, hiring, performance appraisal, disciplinary actions, and vacation schedules
- Works with District's administration to set long-term staffing goals and strategies
- Report to work in a timely manner as per assigned schedule
- Perform other related duties as assigned

POSITION QUALIFICATIONS:

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Creative - Ability to think in such a way as to produce a new concept or idea.

- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Friendly - Ability to exhibit a cheerful demeanor toward others.

Education: Minimum Bachelor’s Degree specialization in HR/ Master’s Degree Preferred
Must have Professional Certification

Experience: Three years of Human Resources experience

Other Requirements

- Such alternatives to the above as Board may find appropriate and acceptable.
- Must have satisfactory outcome of background and fingerprinting check, and drug screening prior to starting employment.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

WORK ENVIRONMENT

Office environment in a controlled atmosphere building.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Job Code:

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.