

38999 ASSOCIATE PARTNER, HUMAN RESOURCES

Apply Here:

<https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=1PW>

HUMAN RESOURCES

Traditional 235 work days

FTE: 1.0

Salary Range: \$55,174 - \$66,905

Essential Functions and Objectives:

Responsible for end-to-end HR service delivery to designated departments / schools. Manages District activities, which engage schools, businesses, community leaders and organizations in a collaborative effort to improve student performance. Cultivate, nurture and sustain partnerships between DPS schools and the Denver community. Work in collaboration with DPS Central Office to provide coaching, support and guidance that enables leaders to achieve the districts expectations effectively.

- Provide generalist support to the HR Partner/Partners in the areas of HRIS, Comp, Benefits, Recruitment, and LIFT/CCE processes or any DPS initiative as needed.
- Be a strategic partner for 1 to 3 departments/schools OR as needed; provide advice and support services to leaders and employees on a broad range of human resource issues, including employee culture, staffing and retention, employee performance management, and employee training and development.
- Training new HRBP's partners on systems or processes (Infor).
- Act as consultant/SME for HRBPs regarding RIF process.
- Be point contact for Google Site for Managers and Manager Monthly Communications – post resources, update links as needed.
- Build effective working relationships with HR Business Partner/s, leaders and employees.
- With guided support of manager, mediate and resolve employee relations issues through detailed documentation and thoroughly conducted investigations.
- Collaborate with other departments to help communicate change initiatives that go out to all employees from Human Resources (i.e. open enrollment, incentive payments, staff reductions, etc.).
- Help leaders implement/maintain policies and procedures into their department/school through effective teaching and training.
- Proactively influence, negotiate with and respond to union directors on department, school and district wide issues.

- Ensure regulatory compliance with all legal and contract agreement requirements pertinent to the day-to-day management of employees; collaborate with the legal and employee relations department when necessary.
- Work in collaboration with district and department leadership to attain district goals.
- Provide excellent customer service to all employees, stakeholders, and community members in the district.
- Perform other duties as assigned.

Knowledge, Experience & Other Qualifications:

- One (1) to three (3) years of experience in a support role for an HR department.
- Professional Human Resources (PHR) certification preferred.
- Strong interpersonal and customer-focused skills.
- Quantitative and qualitative data analysis skills and program evaluation capabilities.
- Experience working effectively with a wide range of constituencies in a diverse community.
- Experience with HRIS systems.
- Excellent organizational skills and demonstrated ability to multi-task and prioritize daily tasks.
- Good verbal and written communication skills including on-line and on-phone instructional skills.
- Experience and proficiency with Microsoft Office products (e.g. Excel, Word, and PowerPoint) and call-center software.
- Demonstrated knowledge of Lawson HRIS preferred.
- Public education experience preferred.
- Bilingual skills in Spanish preferred.
- Ability to work with people at all levels and diverse cultural backgrounds within the Denver Public Schools as well as key external organizations, students, parents/guardians and the community at large.
- Ability to manage conflict and ability to respond creatively to challenges.
- Strong interpersonal communication skills.
- Strong problem solving skills.
- Employee / Labor Relations.
- Valid Colorado Driver's License, appropriate insurance coverage and acceptable driving record for the past three years.

Education Requirements:

- Bachelor's degree in Human Resources or related field.

Other information:

Our Human Resources Team is an integral part of DPS. Although we aren't always in the schools, we're in it for the kids. We work closely with our school leaders to ensure we're putting great teachers in every classroom, and take great care to ensure DPS hires and retains the highest quality candidates for all roles throughout the district. We do this by incorporating our Shared Core Values—Students First, Integrity, Equity, Collaboration, Accountability and Fun – into everything we do. Additionally, we support retention of our valued team members in a variety of ways including facilitating professional development and performance management activities and designing and managing Total Rewards Programs to help Team DPS achieve health and wellness for themselves and their families. When you join us, you join a dedicated, diverse team of over one hundred professionals who come from many walks of life. One thing we all share is a deep sense of commitment to support Denver Public Schools' vision: Every Child Succeeds.

About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.