SCOPE OF RESPONSIBILITIES

Organizes, plans, directs, and implements the District’s Human Resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance; supervises and evaluates the performance of assigned personnel. Ensures District compliance with current, applicable labor laws.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Organizes, plans, directs, and implements the District's human resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance.

Develops and recommends human resources policies and objectives for the District; develops recruiting and placement practices and procedures; develops and implements practices to ensure equitable hiring.

Determines and recommends employee relations and contract administration practices to establish positive employer-employee relationships and to promote a high level of employee morale.

Develops, processes, and implements job design, job evaluation, and performance appraisal programs.

Assures compliance with wage and hour policies, compensation schedules, and procedures and other policies related to human resources.

Administers and oversees the District’s employee benefits programs and services, employee assistance programs and pre-employment screening activities.

Provides management training programs for employees; designs training programs to meet Districtwide Human Resources programs policies and procedures; assures responsibilities and accountabilities are understood and assures coordination of activities within the division are accomplished.

Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment.

Attends all meetings of the Board of Education and provides input.

Supervises and evaluates the performance of assigned personnel.

Establishes overall direction and strategic initiatives for the Human Resources division.

Completes all trainings and other compliance requirements as assigned and by the designated deadline.

Evaluates staff as assigned.

Performs other duties as assigned by supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree in business administration, human resources, or closely related field.
Combination of five (5) years of experience and education required to provide knowledge and ability of responsibilities

- Ability to read, analyze, interpret, and explain technical journals and legal documents
- Ability to express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience
- Reputation for integrity, transparency, and accountability with sound technical skills, analytical ability and good judgment
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Advanced preparation or certification in Human Resources
- Experience with diverse workforce