

## **DIRECTOR OF HUMAN RESOURCES**

### **Purpose Statement**

The job of DIRECTOR OF HUMAN RESOURCES was established for the purpose/s of planning, implementing, directing and maintaining the district's personnel services; serving as a resource, and maintaining staffing to ensure that personnel functions conform to district state and federal requirements.

This job reports to SUPERINTENDENT

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### **Essential Functions**

- Acts as an advisor to administrators, managers and supervisors on issues related to employee discipline and employment for the purpose of ensuring consistent application of policy.
- Administers a wide variety of personnel policies and programs (e.g. orientation, contracts, compensation schedule, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Administers professional association agreements for the purpose of ensuring personnel practices are in compliance.
- Advises the Superintendent on a variety of employment topics/concerns for the purpose of ensuring he/she is current on relevant concerns.
- Assists Superintendent and Staff in selection of new Administrators and/or transfer of existing Administrators for the purpose of ensuring positions are filled by the individual that best meets the needs of the District.
- Audit departments/school sites for the purpose of ensuring human resources practices are implemented as directed by District procedure, policy and/or state/federal regulation.
- Collaborates with other district administrative personnel for the purpose of implementing and/or maintaining services and programs.
- Collaborates with the District negotiation team, at the direction of the Superintendent for the purpose of assisting district negotiation of labor agreements, developing proposal, recommending negotiation strategy.
- Coordinates and participates in District insurance advisory committee for the purpose of ensuring communication regarding insurance information/concerns occurs between administration, employees and the provider. Coordinates RFPs for insurance programs as needed and/or directed by the Superintendent.
- Develop, plan and evaluate HR procedures and policies for the purpose of ensuring department is operating effectively and efficiently.
- Develops staffing proposals, for the purpose of meeting District goals within budget considerations.
- Directs annual production, distribution and payment set-up of wage documents (e.g. contracts, wage notices, letters of assurance) for the purpose of ensuring employees are paid per the wage document and as directed by the Governing Board. .
- Directs certification processes (e.g. notice employees with certification changes/expiration dates/compliance with NCLB/Highly Qualified) for the purpose of ensuring certificated staff are properly certified per state and federal regulation.
- Directs compensation and benefit programs for the District (e.g. classification of jobs, payment of wage, health insurance, open enrollment, worker's compensation) for the purpose of ensuring District is in compliance with applicable state and federal regulations.
- Directs employee background and fingerprint process for the purpose of ensuring District is in compliance with applicable state regulation.
- Directs employee insurance programs (e.g. medical, dental, vision, voluntary short/long term disability, cancer, ASRS disability) for the purpose of ensuring open enrollment, billing and claims, COBRA conversions are processed in a timely and accurate manner.

- Directs overall substitute-teaching program (e.g. Substitute oversight, training, Subfinder) for the purpose of ensuring adequate teachers are available on a daily basis.
- Directs preparation of KRONOS payroll file for the purpose of ensuring payment of wages each pay period.
- Directs recruitment functions (e.g. development of application, policies, procedures, training, supervisor orientations) for the purpose of ensuring that selection procedures comply with applicable federal and state regulation.
- Directs workers compensation program for the purpose of ensuring all work related injuries are properly reported, employees receive necessary safety information, medical treatment, and are returned to full work duties as quickly as possible.
- Implements personnel policies and programs for the purpose of conforming to relevant laws, contracts and agreements.
- Interprets Governing Board policies, state and federal regulations for the purpose of ensuring NUSD is in compliance with overall human resource practices. Collaborates with Legal Advisor on areas that require legal interpretation.
- Investigates grievances and/or complaints from employees (e.g. sexual harassment, pay and/or assignment disputes, etc.) for the purpose of reaching resolutions that provide a healthy work environment.
- Maintains and monitors position control for the District for the purpose of ensuring FTE allocation are within the District budget allocations.
- Manage day-to-day operations of Human Resources area (e.g. administers methods, systems and procedures) for the purpose of maximizing efficiency.
- Manages employee health/accommodation requests for the purpose of ensuring a healthy work force is available to the District.
- Manages multiple Human Resources database systems (e.g. HRIS-ABRA, Time-keeping/Payroll-KRONOS, Substitute Teacher-Subfinder) for the purpose of ensuring systems are functioning, providing accurate/timely information, and performing the intended service.
- Monitors all employee appraisal processes and teachers on plan for improvement for the purpose of ensuring highly qualified staff are retained by the district in compliance with regulation and policy.
- Monitors department financial activity for the purpose of ensuring that allocations are accurate, expenses are within budget and/or fiscal practices are followed.
- Oversees a wide variety of personnel processes (e.g. recruitment, selection, hiring, etc.) for the purpose of filling openings with qualified personnel and ensuring compliance with district, state and/or federal requirements.
- Prepares a wide variety of written materials (e.g. reports, memos, letters, policies, district calendar, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Researches a wide variety of information (e.g. current personnel practices, policies, codes, laws, etc.) for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements.
- Supervises department personnel (e.g. recruitment, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget.
- Supervises personnel record keeping procedures for the purpose of ensuring personnel processes are in compliance with District, state and federal requirements.

### **Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Collaborates with Student Services Director on the Teacher Mentor Program for the purpose of ensuring newly hired Teachers receive support and orientation to District culture, practices and policies.

- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Production of employee handbooks, newsletter, mailings for the purpose of ensuring accurate, timely communication on personnel related topics occurs on an on-going basis.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects  
preparing and maintaining accurate records  
using pertinent software applications.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: excel software program, pertinent codes, policies, regulations and/or laws, working knowledge of school system, human resource practices/regulations.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include:  
adapting to changing work priorities  
communicating with diverse groups  
establishing effective relationships  
maintaining confidentiality  
meeting deadlines and schedules  
setting priorities  
working as part of a team  
working with detailed information/data.

**Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; providing information and/or advising others; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field with increasing levels of responsibility is required.

**Education** Masters degree in job related area.

**Equivalency** None Specified

**Required Testing**

None specified

**Certificates & Licenses**

None Required

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

1-5-2005

**Salary Grade**

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