

Director of Human Resources

Purpose Statement

The job of Director of Human Resources is done for the purpose/s of directing human resource programs and services; benefits and wellness programs and services; risk management programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Superintendent

Essential Functions

- Administers a wide variety of personnel policies, procedures and practices (e.g. orientation, employment contracts, compensation schedule, leaves, unemployment, compensation, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Administers employee benefits, wellness, and risk management programs in compliance with carrier contracts (e.g. workers compensation; enrolling new employees, explaining benefit options, organizing benefit fairs, mediating benefit eligibility and payment issues, open enrollment, filing claims, return to work, etc.) for the purpose of providing maximum coverage to employees within contract specifications.
- Assists district employees and families (e.g. personnel, beneficiaries and/or insurance providers; compliance issues, including record keeping and reporting, etc.) for the purpose of verifying eligibility, conveying information and processing claims.
- Collaborates with other personnel in assessing staff development needs for the purpose of providing professional growth activities.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Coordinates the recruitment process (e.g. advertising vacancies, screening applicants, conducting interviews, making recommendations for hire, new employee orientation, etc.) for the purpose of maintaining a highly qualified staff.
- Develops a wide variety of complex written materials (e.g. plans, budgets, funding requests, analyses, recommendations, procedures, manuals, forms, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Directs department operations; the maintenance of services, support of payroll processes and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Distributes documents (e.g. open enrollment packets, new/change forms, fringe benefit packages, flyers, identification cards, newsletters, etc.) for the purpose of providing information and proof of insurance coverage/s. Implements other necessary assigned duties for the purpose of ensuring the efficient and effective functioning of the work unit.
- Facilitates and participates in meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, insurance consortium board, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

- Implements work plans, and a wide variety of policies, practices and programs (e.g. orientation, contracts, compensation schedule, evaluation process, etc.) for the purpose of ensuring effective utilization of personnel and confirming to relevant laws, contracts and agreements.
- Maintains manual and electronic documents, files and records (e.g. background information, vacancy listings, applicant tracking, HR website, etc.) for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines.
- Maintains personnel records for the purpose of documentation for recruiting is available for recruiting, hiring, retaining, assigning and promoting personnel and ensuring documentation of personnel processes are in compliance established requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees a variety of processes (e.g. certificated posting process, interview schedule, substitute placement, new employee orientation, departmental procedures, unemployment claims, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and complying with legal and/or administrative requirements.
- Participates in salary and benefit negotiations for the purpose of assisting district in attracting and retaining highly qualified employees.
- Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Processes a variety of benefit information (e.g. insurance updates, regulatory changes, etc.) for the purpose of completing enrollment/changes within program guidelines. Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, retirement, health, FMLA, etc.) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. (e.g. discrepancies between employee, payroll, benefit provider/s, and government agencies, latest government regulations, trends in health care, wellness programs, etc.) for the purpose of developing new programs/services; ensuring compliance with legislative requirements; securing general information for planning; accuracy of records; maximizing eligible payments; and/or responding to requests.
- Resolves conflicts with benefit providers (e.g. benefits covered, employee benefit disputes, etc.) for the purpose of verifying eligibility, conveying information, and processing claims.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. staffing, conflicts in policies and regulations, community concerns, parental requests, etc.) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.
- Investigates grievances and/or complaints from employees (e.g. harassment, pay and/or assignment disputes, etc.) for the purpose of reaching resolutions that provide a healthy work environment.
- Supervises personnel record keeping procedures (e.g. recruiting, hiring, placing and promoting personnel, etc.) for the purpose of ensuring compliance with regulatory requirements.
- Supervises assigned personnel (e.g. recruitment, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives with budget.
- Trains employees for the purpose of complying with federal privacy laws.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing budgets and reviewing financial information; developing effective working relationships; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; 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: personnel processes; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. 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 job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working with detailed information; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree.

Equivalency:

Required Testing:

Continuing Educ. / Training

Continuing Education Requirements

Certificates and Licenses

Valid Driver's License/Evidence of Insurability;
Certification in HR preferred.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

H / Director