



Executive Dir Human Resources

Purpose Statement

The job of Executive Dir Human Resources is done for the purpose/s of serving as the district leader and chief administrative officer for the Human Resources Department. Specifically the Executive Director manages human capital to meet district needs within budget; in collaboration with supervisors, recruits, selects, places and transfers all staff; manages employee compensation; directs effective employee relations programs; trains and mentors other administrators on employment statues and guidelines; coordinates employment policy development; works closely with legal counsel on employment related matters; works directly with the Superintendent and the Board of Education; achieves defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serves as a member of the District Executive Council.

This job reports to Superintendent

Essential Functions

- Administers a wide variety of complex federal, state, and local compliance and labor codes/regulations for the purpose of ensuring compliance with all regulatory requirements.
- Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components; creating Lang and short term plans; and addressing organizational objectives.
- Compiles data from internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.
- Develops staffing and compensation models in consultation with District Business Administrator for the purpose of meeting district staffing requirements while complying with regulatory requirements.
- Manages human resources programs and related departments (e.g. payroll, benefits, licensing, etc.) for the purpose of achieving organizational objectives while complying with established requirements.
- Monitors assigned programs and/or department activities for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.
- Negotiates contracts and agreements (e.g. bargaining groups, employee interest groups, etc.) for the purpose of achieving outcomes consistent with the District's long and short-range goals.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. labor relations, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs a wide variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.

- Presents information on a wide variety of topics for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.
- Recommends solutions to a wide variety of complex issues for the purpose of addressing the Human Resource needs of the district.
- Recruits candidates for classified and certificated job openings for the purpose of maintaining a highly effective work force.
- Researches a wide variety of topics related to employment and labor law for the purpose of ensuring compliance with regulatory requirements and established guidelines; securing information for planning; and/or responding to requests.
- Responds to a wide variety of inquiries from internal and external sources for the purpose of identifying relevant issues and recommending or implementing action plans.
- Supports the Superintendent, School Board, and other administrators for the purpose of developing and implementing services and programs and achieving operational goals.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

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: accounting/bookkeeping principles; pertinent codes, policies, regulations and/or laws; human resource processes and procedures; education code; theory of collective bargaining and contract administration; and compensation theory.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number 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 standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely 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 analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing a department; 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 50% sitting, 30% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

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

Education: Masters degree in job-related area.

Equivalency: At least three years in educational administration or job related experience.

Required Testing

As required by USOE

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Continuing Education Requirements

Certificates and Licenses

Human Resources experience preferred
Administrators Credential

Clearances

Criminal Justice Fingerprint/Background Clearance
Strong written and verbal references

FLSA Status

Exempt

Approval Date

Salary Grade

Lane 1