



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	CHIEF OF HUMAN RESOURCES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, Grade 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8618
BARGAINING UNIT:	CLAS

#### 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