



REVISED:
03/27/2018

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

Organize, plan, direct, and implement the district's human resources programs and activities including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance; supervise and evaluate 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; develop recruiting and placement practices and procedures; develop and implement 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 preemployment screening activities
- Provides management training programs for employees; design training programs to meet districtwide human resources programs policies and procedures; assure responsibilities and accountabilities are understood and assure 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 Resource division
- Oversees the work of HR directors
- Performs other duties as assigned by the Superintendent

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 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