



REVISED:
07/01/2016

JOB TITLE:	DIRECTOR HUMAN RESOURCES
DIVISION	BUSINESS SERVICES
SALARY SCHEDULE/GRADE:	II GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8439
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership, general oversight and direct supervision and direction to management of the district's Human Resources programs and activities including employment, compensation, employee benefits, and employee assistance.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides general oversight and direction to personnel services and employee relations programs in the district
- Formulates and recommends Human Resources policies for the district
- Determines and recommends practices necessary to establish a positive employer-employee relationship and to promote a high level of employee morale
- Provides leadership and general direction to the process of job design, job evaluation and performance appraisal program
- Provides leadership and direction to wage and hour compliance, administration of unemployment claims, workers compensation, compensation schedules and procedures and related policies
- Provides leadership and general direction to manpower forecasting activities including recruiting and placement practices and procedures
- Provides leadership and general direction to the district's employee benefits programs and services, employee assistance programs and pre
- Defines the district's Human Resources programs and ensures that duties, areas of authority/responsibility and accountability are understood and that effective coordination of the activities within the Division are accomplished
- Analyzes, interprets, prepares, distributes and maintains the district's job descriptions, organizational charts and related files
- Responsible for management of the district's personnel records in compliance with Board Policy and applicable laws. Responds to open records request, subpoenas, Kentucky retirement requests, audit requests, and employment verifications
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Five (5) years successful experience in human resources
- Diverse combination of education
- Effective communication skills

DESIRABLE QUALIFICATIONS
Generalist background with broad knowledge of employment, compensation, organizational planning, employee relations, employee benefits, employee assistance programs and employee training
Demonstrated ability and experience leading a Human Resources department
Demonstrated ability to supervise employees
Knowledge of practices and regulations guiding the employment process and employment law