



NEW: Submitted:
06/23/2021 06/22/2021

JOB TITLE:	EXECUTIVE ADMINISTRATOR PERSONNEL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4072
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the District's Personnel Services Department; plans, organizes, and implements recruitment, retention, position management, and staffing activities; maintains contact with other departments internally (including, but not limited to Budget and Payroll, Academic Services, Information Technology) and externally on routine matters where significant judgment is required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises, provides direction, and implements goals, objectives and functions of the District Personnel Services Department
- Initiates policy, formulates and recommends hiring, staffing and recruitment goals and objectives as appropriate
- Develops the operating budget for Personnel Services and assures that all functions operate with the appropriated amounts
- Prepares required and special reports as requested
- Assists Principals and/or other organizational units to implement common goals and objectives
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements related to recruitment, selection, hiring, and retention
- Assures effective implementation of District goals and objectives where applicable
- Provides leadership and direction to wage hour compliance and compensation schedules and procedures and related policies
- Provides leadership and general direction to staff forecasting activities including recruiting and placement practices and procedures
- Responds to open records requests, subpoenas, Kentucky retirement requests, audit requests, and employment verifications
- Leads the District's Human Resources Personnel and ensures that duties, areas of authority/responsibility and accountability are understood, and that effective coordination of the activities within the Division are accomplished
- Completes all trainings and other compliance requirements as assigned 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, climbing, reaching with 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

Master's Degree

Three (3) years successful experience in human resources
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Successful leadership experience

DESIRABLE QUALIFICATIONS

Kentucky certification in administration
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Kentucky teaching certificate

Advanced preparation in area of assignment
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Human Resources Certification
