



NEW: Submitted:
07/28/2021 07/27/2021

JOB TITLE:	EXECUTIVE ADMINISTRATOR HUMAN RESOURCES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	1
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to the Human Resources Division and supports the Chief of Human Resources; plans, organizes and implements human resources systems (including but not limited to departmental metrics, employee evaluation systems, human resource information system efficiency, cross district system alignment, and employee onboarding efficiency).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and maintains a strong, positive working relationship with HR staff, central office staff, and school Principals to support the performance of the HR staff

Monitors the processes of the HR department for effectiveness, efficiency, and quality assurance

Oversees special projects of the HR department ensuring project design, implementation and quality assurance

Monitors human resources policies and procedures and makes recommendations as necessary for effective operations of the District and compliance with federal, state, and local laws and regulations

Oversees the District evaluation system training and monitoring

Serves as a point of contact for customer services for the HR department

Analyzes, interprets, prepares, distributes, and maintains the District's job descriptions, organizational charts and related files

Prepares and presents reports as requested

Responds to open records requests, media inquiries, audit requests, and HR-related inquiries

Represents HR on district and community committees

Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

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

Master's Degree

Three (3) year's of successful experience in human resources management; some of which has been at a large organization

Demonstrated analytical skills that inform problem-solving and decision-making capacity

Effective communication skills

DESIRABLE QUALIFICATIONS

Human Resources Certification

Leadership experience in a large organization

Experience in a diverse workplace