



REVISED: Submitted:
10/26/2022 10/25/2022

JOB TITLE:	EXECUTIVE ADMINISTRATOR HUMAN RESOURCES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8419
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to the Employee Services function of the Human Resources division. Oversees the Benefits, Welcome, and Leave Centers, ensuring high-quality customer service and consistent application of programs, policies, and procedures. Chairs the District's ADA committee. Oversees the District's evaluation program by providing expert counsel to leaders across the District related to performance issues.

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 Employee Services function for effectiveness, efficiency, and quality assurance

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

Assures compliance with Employee Services' 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

Advises on job analysis related items on job descriptions and makes recommendations as necessary

Prepares and presents reports as requested

Represents HR on district and community committees

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

Provides oversight of Employee Services function by establishing processes, procedures, policies, and workflow

Manages department budget and invoice processes

Analyzes data results to establish trends, identify opportunities and determine areas of concern

Monitors changes in regulations to make certain all Employee Services programs remain in compliance

Serves as the HR department's Professional Development contact

Manages staff in daily operations of programs

Provides appropriate training and development for staff

Provides counsel to District leaders regarding performance issues and concerns

Provides reasonable accommodations under the Americans with Disabilities Act including conducting conferences and providing expert counsel to employees and administrators in all areas of ADA compliance

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