

SPECIAL MEETING – APRIL 12, 2006 JOB DESCRIPTIONS

HUMAN RESOURCES DIVISION

- A) Director – Recruitment and Retention
- Establish new job classification, Director – Recruitment and Retention, and assign to Salary Level 9.
 - **Develops, implements and directs system-wide recruitment program focused on attracting and retaining a high quality and diverse workforce. Collaborates with senior staff and school leadership to meet current and future staffing needs.**
 - Replaces Administrative Director – Recruitment and Program Planning, Director – Instructional Staffing Services, and Director – Administrative and Non-Instructional Staffing Services.
 - No fiscal impact.
- B) Director – Organizational Effectiveness
- Establish new classification, Director – Organizational Effectiveness, and assign to Salary Level 8.
 - **Administers, organizes and conducts District training and development programs with an emphasis on teacher and leadership development. Designs and implements a competency model congruent with the District’s mission.**
 - Replaces Administrative Director – Human Resource Development and Director – Staff Development.
 - No fiscal impact.
- C) Director – Compensation and Human Resources Planning
- Revise existing job description, Director - Compensation and Employee Information Services, currently assigned to Salary Level 9, and change job title to Director – Compensation and Human Resources Planning at Salary Level 9.
 - **Plans, develops and implements compensation programs, policies and procedures in order to be responsive to the District’s goals and competitive practices. Utilizes quality improvement tools to develop and manage HR metrics. Researches trends and develops strategic plans based on data.**
 - No fiscal impact.
- D) Director – Human Resources Customer Relations
- Establish new job classification, Director – Human Resources Customer Relations, and assign to Salary Level 9.
 - **Manages the Customer Relations Center ensuring that all established service level agreements are met or exceeded. Serves as the HR subject matter expert responsible for ensuring data integrity, testing of system changes, report writing and analyzing information with a focus on improvement opportunities.**
 - No fiscal impact as will be funded from the reorganization of the HR Division.
- E) Director – Employee Relations
- Establish new job classification, Director – Employee Relations, and assign to Salary Level 8.
 - **Coordinates and directs the Employee Relations program and function ensuring compliance with applicable local, state and federal laws and regulations.**
 - Replaces – Director - Professional Standards.
 - No fiscal impact.
- F) Manager – Human Resources Relationship
- Establish new job classification, Manager – Human Resources Relationship, and assign to Salary Level 4.
 - **Provide human resources consulting services to assigned location(s) with a focus on exceeding customer expectations. Serves as first point of contact for employees who need assistance in resolving work-related issues.**
 - No fiscal impact as will be funded from the reorganization of the HR Division.

**SPECIAL MEETING – APRIL 12, 2006
JOB DESCRIPTIONS**

IMPACT ON CHILDREN IN THE CLASSROOM

HUMAN RESOURCES DIVISION

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Director-Recruitment and Retention	N	This leadership team will be accountable for attracting and retaining top talent with emphasis on the recruitment of outstanding teachers whose primary responsibility is to provide quality instruction to all students.
B	Director-Organizational Effectiveness	N	
C	Director-Compensation and Human Resources Planning	J	
D	Director-Human Resources Customer Relations	N	
E	Director-Employee Relations	N	
F	Manager-Human Resources Relationship	N	

***ACTION CODES:**

J – Job Description Revision

N – New Job Description

R – Reclassification

TITLE: *DIRECTOR – RECRUITMENT AND RETENTION*

QUALIFICATIONS:

1. Bachelor degree in human resources management, business administration, public administration, education or related field.
2. Minimum five (5) years management experience.
3. Teaching and/or administrative experience at the elementary, middle or senior high school levels preferred. School-based administrative experience highly desired.
4. SHRM-certified Professional (PHR) or Senior Professional (SPHR) preferred.
5. Ability to develop and implement comprehensive innovative retention strategies.
6. Demonstrated ability to successfully recruit teachers; college recruiting experience desirable.
7. Ability to quickly learn and stay abreast of laws and regulations as they apply to personnel employment practices of the District.
8. Demonstrated ability to build and maintain relationships across schools and departments and with diverse groups, including community and business partners.
9. Demonstrated ability to learn current computing technologies and software applications appropriate to the position's job responsibilities.
10. Effectively communicate, both orally and in writing. Must be able to prepare comprehensive reports and represent ideas clearly and concisely.
11. Demonstrated ability to make tough, logical decisions in a timely fashion.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Develops, implements and directs system-wide recruitment program focused on attracting and retaining a high quality and diverse workforce. Collaborates closely with senior staff and school leadership to meet current and future staffing needs.
2. Monitors operational, organizational and technology changes to ensure that recruitment and staffing goals support the District's strategic goals on an ongoing basis.
3. Works collaboratively to develop short and long-term recruitment and retention strategies to achieve required instructional, non-instructional and administrative staffing levels.
4. Develops and maintains professional relationships with college, university and community college placement offices.
5. Designs and directs high-impact hiring process and procedures focused on quality and excellence in execution. Ensures compliance with legal requirements related to hiring and certification. Refines processes, procedures and programs related to employee transfers, promotions and placements.
6. Builds and develops a highly motivated team to deliver excellence in customer service to all applicants.
7. Designs and implements diversity initiatives integrated into the recruiting process.
8. Determines staffing needs by collecting and analyzing employee demographic as well as local, state and national labor market data.
9. Monitors and reports on the status of out-of-field teaching assignments and requirements in accordance with the State Board Rule of Education and the Classroom Teachers Association labor contract.
10. Develops and manages collateral recruiting materials, including District's website.
11. Directs all activities associated with the Substitute Office.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board policies.
2. Conducts oneself in the best interest of students, in accordance with the highest ethics and integrity of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 04/12/06
Replaces: Administrative Director – Recruitment and Program Planning;
Director – Instructional Staffing Services; Director – Administrative
and Non-Instructional Staffing Services
Salary Level: 9
Salary Range: \$92,000 - \$115,268
Bargaining Unit: S
Responsible to: Chief of Human Resources

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

TITLE: *DIRECTOR –ORGANIZATIONAL EFFECTIVENESS*

QUALIFICATIONS:

1. Bachelor degree in human resources management, public administration, education, or related field.
2. Minimum of five (5) years management experience.
3. Five (5) or more years of experience in professional development and training or in education with leadership development or teacher training emphasized.
4. Certification in educational administration, administration and supervision, educational leadership or school principal preferred, SHRM-certified Professional (PHR) or Senior Professional (SPHR) preferred.
5. Strong knowledge of leadership/managerial development and skill assessment and the ability to affectively develop and manage these programs.
6. Demonstrated ability to build and maintain relationships across schools and departments and with diverse groups including community and business partners.
7. Demonstrated ability to effectively communicate, both orally and in writing. Must be able to prepare comprehensive reports and represent ideas clearly and concisely.
8. Ability to learn current computing technologies and software applications appropriate to the position's job responsibilities.
9. Demonstrated ability to make tough, logical decisions in a timely fashion.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Administers, organizes and conducts District training and development programs with an emphasis on teacher and leadership development.
2. Conducts training needs assessment and prepares comprehensive learning and employee development strategies linked to the District's goals and objectives. Continually looks for best practices and alternative learning practices.
3. Monitors the effectiveness of existing training policies, guidelines and procedures recommending changes as needed to improve the performance capability of the workforce.
4. Builds and develops a highly motivated team to deliver excellence in customer service.
5. Designs and implements a competency model for training and development congruent with the District's mission. Monitors and analyzes annually and makes changes/updates as needed.
6. Develops and implements succession planning program, identifying high potentials and monitoring their development needs annually.
7. Designs and manages the new employee orientation program/process and works collaboratively with impacted departments.
8. Designs and delivers customized performance improvement programs for early career, first-time instructional/non-instructional leaders.
9. Develops and implements a comprehensive development delivery system for all employees utilizing alternative delivery methods.
10. Develops the means for continuously measuring the effectiveness of training and development interventions/strategies.
11. Supervises and monitors all local, state and federal grant opportunities as they relate to professional development.

12. Identifies and manages the various development programs and activities associated with outside vendors/business resources.
13. Coordinates the implementation of the District employee appraisal system.
14. Develops, coordinates and evaluates the District's Human Resources Management Development (HRMD) plan.
15. Maintains staff development components and updates the District's Master In-Service Plan.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest ethics and integrity of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 04/12/06
Replaces: Administrative Director – Human Resources Development; Director – Staff Development
Salary Level: 8
Salary Range: \$88,000 - \$111, 268
Bargaining Unit: S
Responsible to: Chief of Human Resources

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

**TITLE: DIRECTOR – COMPENSATION AND EMPLOYEE INFORMATION SERVICES
HUMAN RESOURCES PLANNING**

QUALIFICATIONS:

1. Bachelor degree in human resources management, business, public administration, education, or related field. (Master degree preferred).
2. Minimum five (5) years management experience.
3. Five (5) or more years of successful experience in classification and compensation administration, personnel administration or comparable human resources or administrative experience.
4. Strong knowledge of Department of Labor (DOL) regulations.
5. Proven experience utilizing multiple quality statistical tools.
6. SHRM-certified Professional (PHR) or Senior Professional (SPHR) or Certified Compensation Professional (CCP) preferred.
7. ~~Evidence of strong leadership, organizational and interpersonal skills.~~
8. ~~Successful experience in wage and salary administration and interpretation of employee contracts.~~
9. ~~Successful experience in developing and implementing automated systems.~~
10. ~~Ability to prepare and present comprehensive and easily understood reports.~~
11. ~~Proven ability to evaluate and manage personnel.~~
12. Demonstrated ability to work build and maintain relationships across schools and departments and with diverse groups, including community and business partners.
13. Ability to learn Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
14. Demonstrated ability to analyze and evaluate general and statistical information and use this information to drive business decisions.
15. Demonstrated ability to effectively communicate, both orally and in writing. Must be able to prepare comprehensive reports showing trend analysis and represent ideas clearly and concisely.
16. Demonstrated ability to make tough, logical decisions in a timely fashion.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Plans, develops and implements compensation programs, policies and procedures in order to be responsive to the District's goals as well as local/national competitive practices.
2. Utilizes quality improvement tools to develop and manage HR metrics. Analyzes data and prepares trend and forecasting reports.
3. Develops short and long-term compensation strategies and ensures that they are aligned with the District's strategic goals on an ongoing basis.
4. Continually looks for best practices, monitors the effectiveness of existing compensation policies, guidelines and procedures and recommends changes as needed.
5. Provides assistance to employees in understanding salary calculations, employee contract provisions, internal/external equity issues, and pay for performance decisions.
6. Conducts salary surveys to compare competitiveness and ensure District compensation objectives are achieved.
7. Builds and develops a highly motivated team to deliver excellence in employee customer service.
8. ~~Responsible for overall operation and functions assigned to the Department, including tasks associated with compensation, classification, and employee information issues.~~
9. ~~Oversees the preparation of School Board personnel agenda transactions.~~
10. Directs ~~Oversees~~ the preparation of a wide variety of reports and surveys pertinent to wage and salary functions, classification and employee data.

11. Keeps **apprised of** ~~informed on~~ existing and new **federal and** state **compensation laws**, and ~~statutes, regulations, and rules~~ **statutes** pertaining to personnel; and recommends appropriate changes or additions to **ensure** District policies and ~~directives~~ **procedures are in compliance.**
12. **Administers the reappointment process as well as the distribution of employee contracts.**
13. ~~Coordinates the automation and processing of employee information for the Division of Human Resources.~~
14. ~~Maintains appropriate personnel records, including records of official appointments/reappointments, employee salary data and classification actions.~~
15. ~~Responsible for the recruitment, selection and evaluation of personnel for the Department and providing appropriate professional development opportunities to all staff members.~~
16. ~~Counsels with employees, including principals and department heads, regarding matters specifically related to classification, compensation, leaves/resignations, and contracts.~~
17. Maintains a close working relationship with the ~~d~~**Departments** **of Labor Relations**, within the Division of Financial Management Services, particularly in the areas of position control register maintenance, cost analyses of bargaining unit **and non-bargaining unit (NBU)** proposals, and job code maintenance.
18. Represents the District in depositions and trials pertaining to personnel records, policies, and procedures.
19. **Manages the development and monitoring of the department strategic plan including a comprehensive set of HR metrics and budgetary information. Coordinates benchmarking in all HR areas and provides recommendations.**
20. **Maintains job descriptions, creating new job classifications as needed.**

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest **ethics and integrity** traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 05/99
 Revised: 12/04, **04/12/06**
 Salary Level: 9
 Salary Range: \$92,000 - \$115, 268
 Bargaining Unit: S
 Responsible to: Chief Officer **of Human Resources**

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

TITLE: *DIRECTOR – HUMAN RESOURCES CUSTOMER RELATIONS*

QUALIFICATIONS:

1. Bachelor's degree in public administration, human resources management, education, or related field.
2. Minimum five (5) years management experience.
3. Minimum of five (5) years of experience in human resources administration.
4. Extensive knowledge of employment law and regulations required. SHRM-certified Professional (PHR) or Senior Professional (SPHR) preferred.
5. Thorough understanding of District personnel policies and procedures.
6. Demonstrated ability to organize and manage multiple priorities.
7. Demonstrated superior customer service skills emphasizing the ability to achieve results through others, both directly and cross-functionally.
8. Demonstrated ability to build and maintain relationships across schools and departments and with diverse groups, including community and business partners.
9. Ability to learn current computing technologies and software applications appropriate to the position's job responsibilities.
10. Demonstrated ability to effectively communicate, both orally and in writing. Must be able to prepare comprehensive reports and represent ideas clearly and concisely.
11. Demonstrated ability to make tough, logical decisions in a timely fashion.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Manages the Customer Relations Center ensuring that all established service level agreements are met or exceeded.
2. Supports and maintains PeopleSoft as it relates to the Human Resources Division.
3. Serves as the HR subject matter expert responsible for ensuring data integrity, testing of system changes, report writing and analyzing information with a focus on improvement opportunities.
4. Develops, implements and maintains procedures pertinent to the effective and efficient operation of the Customer Relations Center which includes responding to employee questions regarding human resources policies and procedures as well as questions from the general public.
5. Builds and develops a highly motivated team to deliver excellence in employee customer service.
6. Prepares and recommends procedures and systems for controlling personnel transactions and reporting personnel data.
7. Designs and manages the exit interview process.
8. Provides leadership and consulting support to District management on human resources matters.
9. Supports and supervises HR Relationship Managers who provide assistance to employees in resolving work-related issues and problems.
10. Ensures effective delivery and application of the Human Resources Information System (HRIS). Promotes proactive approaches using the District's HRIS to solve personnel needs/problems, while also enhancing the understanding and acceptance of the HRIS capabilities.
11. Serves as the custodian of all employee performance evaluations and job appraisals.

12. Manages the Document Center and maintains electronic personnel files/records on all employees.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students in accordance with the highest **ethics and integrity** of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 04/12/06
Salary Level: 9
Salary Range: \$92,000 - \$115,268
Bargaining Unit: S
Responsible to: Chief of Human Resources

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

JOB CODE:

TITLE: *DIRECTOR – EMPLOYEE RELATIONS*

QUALIFICATIONS:

1. Bachelor degree in human resources management, business, public administration, education, or closely related field.
2. Minimum five (5) years management experience.
3. Must have served for a minimum of two (2) years in a position that required the investigation of employee relations issues.
4. Extensive knowledge of employment law and regulations required. SHRM-certified Professional (PHR) or Senior Professional (SPHR) preferred.
5. Thorough understanding of human resources principles and practices.
6. Ability to learn current computing technologies and software applications appropriate to the position's job responsibilities.
7. Demonstrated ability to exercise good judgment and maintain consistency in decisions and outcomes.
8. Demonstrated ability to effectively communicate, both orally and in writing. Must be able to prepare comprehensive reports and represent ideas clearly and concisely.
9. Demonstrated ability to build and maintain relationships across schools and departments and with diverse groups, including community and business partners.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Coordinates and directs the Employee Relations program and function ensuring compliance with applicable local, state and federal laws and regulations.
2. Builds and develops a highly motivated team to deliver excellence in customer service.
3. Develops and manages confidential procedures for the handling and processing of complaints and allegations.
4. Performs investigations such as employee working conditions and non-criminal disciplinary cases and provides guidance and recommendations on courses of action.
5. Directs all activities related to the Employee Investigations Committee (EIC).
6. Maintains up-to-date knowledge and understanding of local, state and federal employment laws and judicial decisions and makes appropriate changes to District's policies as needed.
7. Develops and implements anti-discrimination and diversity training programs and initiatives for all employees.
8. Works collaboratively with area, school and department personnel to assist in resolving employee relations issues.
9. Oversees the criminal background check process as it relates to employment eligibility.
10. Develops policies and programs to attract, retain and promote a diverse workforce.
11. Ensures personnel policy manual is up-to-date, communicated and consistently applied.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest **ethics and integrity** of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 04/12/06
Replaces: Director – Professional Standards
Salary Level: 8
Salary Range: \$88,000 - \$111,268
Bargaining Unit: S
Responsible to: Chief of Human Resources

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

