

Union Public Schools Job Description

Position Title: Executive Director of Human Resources
Department: Finance Division, Human Resources Department
Reports To: Chief Financial Officer

FLSA Designation: Exempt

SUMMARY: Responsible for personnel functions including staffing, hiring, counseling, policy administration and record keeping for all certified and non-certified staff. Plans, coordinates and supervises the operations of the Personnel office. Participates in labor relations, benefits administration and special projects as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Administers, monitors, and recommends changes to personnel policies.
- Monitors records keeping of personnel information.
- Recruits, screens and recommends employment of applicants.
- Coordinates employee performance evaluation programs.
- Authorizes salaries and/or wages and prepares and monitors salary accounts.
- Administers provisions of collective bargaining agreements and/or District procedures dealing with staffing, transfers, discipline, leaves, resignations, retirement, benefits, vacations, absences and supplemental pay.
- Prepares legal research reports required by the District, federal, state and outside agencies.
- Assures that instructional staff members are properly certified.
- Administers benefits programs for District employees.
- Administers property/casualty/professional liability insurance for the District.
- Coordinates the implementation of the District's employee assistance program.
- Supervises a substitute service for absent certified staff, paraprofessionals and secretarial/clerical staff.
- Works well with supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees by directly supervising employees in the human resources department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience or as determined by the Board of Education.

CERTIFICATES, LICENSES, and REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, memos, policies and procedures manuals. Ability to effectively present information and respond to questions from groups of employees and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply current knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employee.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate.