



DIRECTOR OF HUMAN RESOURCES

Classification: Director Level III

Location: District Office

Reports to: Assistant Superintendent, HR

FLSA Status: Exempt

Employee Group: Executive/Managerial

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary

The HR Director is responsible for management, planning, and administration of a major portion of the District's human resource management program (e.g., Classified Employee HR Management or Certificated Employee HR Management). The HR Director develops and supervises the assigned program providing direction, training, and assistance to other HR specialists.

Part II: Supervision and Controls over the Work

Serves under the direction and administrative supervision of the Assistant Superintendent. Is held responsible for results in terms of effectiveness of planning, policies, and programs; and for contribution to and achievement of human resource management goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities

Program Administration:

1. **Position Management:** Maintains data on authorized positions consistent with approved budget and resource allocations. Coordinates the establishment and maintenance of position descriptions with supervisor(s). Conducts, or supervises the conduct of, job analysis to determine and verify accuracy of major duties and responsibilities, qualifications, working conditions, FLSA coverage, job classification and compensation, and bargaining unit coverage.
2. **Recruitment and Placement:** Provides guidance for conducting recruitment for vacant positions or anticipated vacancies. Coordinates with organizational supervisor to identify essential qualifications and determine target recruitment sources. Interprets and assures compliance with collective bargaining agreements. Assists and guides supervisors in interview strategies and techniques. Reviews and/or approves recommended selections.
3. **Performance Management:** Oversees tracking of performance evaluations to assure that supervisors conduct provisional/trial period and annual evaluations as required by statute and/or contracts. Reviews completed evaluation to determine if any follow-up actions are required. Assists supervisors in preparing evaluations, plans of improvement, and probation actions when performance fails to meet standards. Coordinates meetings with supervisors,

employees, and union representatives when required. Assures legal, contractual, and documentation adequacy and compliance in taking disciplinary action

4. **Behavior Management:** Receives notice of possible misconduct from supervisor. Assists supervisor in determining appropriate course of action. Provides guidance to supervisors in conducting investigations, determining appropriate disciplinary action, coordinating union representation, and preparing and presenting disciplinary notices. Assures legal, contractual, and documentation adequacy and compliance in taking disciplinary action.
5. **Contract Negotiations:** Provides leadership to the collective bargaining process for assigned employee groups. Continually monitors the application of collective bargaining agreement provisions to identify when changes are needed to maintain and responsive and effective human resource management program. Conducts research for developing bargaining proposals and strategies and analyzing and developing positions and responses on union proposals. Prepares and documents bargaining agreements providing table agreement and preparing documents for Superintendent and Board approval. Provides guidance and support to managers to assure compliance with contract requirements. Provides training to managers and employees in administering and complying with bargaining agreements.
6. **Labor Relations:** Maintains open communications and liaison with union representatives. Represents the District in labor-management meetings to discuss and resolve current issues. Obtains union input on procedural and policy changes. Supervises the dissemination of information to the union as required by the contract. Develops agenda and approve minutes of labor-management meetings. Receives grievance notices from union(s) and takes action to assist first line supervisors in processing, considering, and responding to informal or first step grievances. May receive and personally process and respond to second step grievances. Exercises knowledge and judgment in an effort to resolve grievances at the lowest level. When grievances are not resolved, assist in preparing for and participating in arbitration hearings.
7. **Reporting:** Maintains data and prepares reports and budget input as required by the district and the state and federal government. Reports may be complex (e.g., Washington State S-275) and require extreme accuracy to prevent a negative impact on programs and budgets.
8. **Committees:** Participates in, or leads, a variety of committees associated with such activities as insurance, safety, affirmative action, etc.

Program Leadership

Assists and supports the Executive Director in the following:

1. **Planning and Programming:** Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Develops strategies and programs that respond effectively to anticipated needs and the changing profession.
2. **Financial Management and Strategic Planning:** Administers programs within approved budget parameters including allocation of staff resources. Participates in maintaining and evaluating financial reports.

3. **Policy Formulation and Guidance:** Formulates policies necessary to implement program management goals and objectives and to assure effective operation of assigned programs. Establishing a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees and managers and the organization.
4. **Program Direction and Staff Supervision:** Assists in recruiting and assigning staff assuring that they possess and practice the values necessary to achieving the level of program delivery and customer service that is essential to a highly effective organization. Assesses, evaluates, and provides for training and professional development of subordinate staff. Creates communication, collaboration and coordination processes that assure all staff members are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support.
5. **Program Evaluation, Analysis and Feedback:** Administering a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. Participates in conducting a comprehensive assessment review of programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to the Superintendent to share the program evaluation results.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree or equivalent in assigned or closely related areas of study.
3. Minimum of five years of experience in performing the full range of HR functions that demonstrates the ability to provide HR program supervision and leadership. Must include experience in a unionized environment.
4. Strong analytical and problem-solving skills, and understanding of client-centered support and services.
5. Excellent oral, written, presentation, and interpersonal communication skills.
6. Ability to work both independently and cooperatively and to provide team leadership.
7. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
8. Ability to remain calm, deliberate, and tactful in stressful, emotional, or highly charged situations.



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Part V: Desired Qualifications

1. Advanced degree preferred.
2. Experience in a public-school setting preferred.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment 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, talk, lift, carry, move about, hear and speak.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.