

## HUMAN RESOURCES DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional-level administrative work with responsibility for management of a school district Human Resources Office in conformance with applicable federal and state laws, rules and regulations, multiple union contracts and school district policies. Responsibilities include planning, coordinating and directing all school district human resources areas, including employment recruitment, employee relations, job evaluations, compensation and salary plans, contract administration and negotiations with all bargaining units, training and development of personnel, benefits administration and affirmative action, long-range staff planning. Incumbent works with County Personnel Office on position classification, recruitment, examinations and personnel transactions. Duties also include responsibility for developing, implementing, administering and evaluating a wide variety of personnel policies, functions and procedures in accordance with local, state, and federal requirements. Work is performed under supervision of the School Superintendent with wide leeway allowed for exercise of independent judgment. Supervision is provided to professional and non-professional subordinate staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages the employment, reappointment, performance appraisal, contracts, counseling, personnel research and staff development of instructional and non-instructional school district employees;

Provides advice to the Superintendent, Assistant Superintendents and Board of Education as to personnel status of the District and wise use of personnel resources;

Coordinates and manages selection process of instructional and non-instructional personnel, including but not limited to recruitment, selection and on-boarding process;

Interviews and makes job offers to applicants recommended by school administrators;

Makes recommendations with regard to all personnel appointments;

Participates in certified and non-certified staff negotiation processes;

Coordinates administrative efforts to resolve employee labor disputes and grievance hearing procedures;

Develops and/or maintains comprehensive, efficient, accurate and up-to-date personnel record-keeping system for all school employees, to accurately record all employment matters including but not limited to employment, transfer, tenure, retirement, leave, promotion, etc.

Oversees maintenance of accurate attendance records for all salaried and hourly contractual personnel and monitors paid attendance records;

Conducts needs assessment for training (e.g. regulatory, in-service, etc.) and assists with administration of professional development and training classes and programs;

Coordinates training classes and programs with outside vendors and internal staff;

Participates as negotiator in the collective bargaining process for all bargaining units, and provides contract/agreement interpretation as needed;

Administers and interprets the negotiated agreements between the District and employee groups;

Performs and/or directs confidential investigations into staff and student complaints, employee contract compliance, etc., as needed;

Ensures and coordinates compliance with State and Federal labor laws including but not limited to ADA, COBRA, FMLA;  
Ensures and coordinates compliance with contractual responsibilities, including but not limited to internal postings, seniority lists;  
Keeps abreast of governmental statutes, rules and regulations relating to state-certified and local civil service personnel administration, and provides advice to the Board, Superintendent, and Department heads on such matters;  
Works with County Personnel Office on position classification, recruitment, examinations and personnel transactions for classified positions;  
Supervises all aspects of the Human Resources office and staff;  
Prepares personnel-related action items for inclusion on School Board meeting agenda;  
Prepares and presents reports to School Board on personnel-related action items of routine and priority nature, as needed;  
Serves on management teams and school district committees as required, when relevant to personnel issues, related legal situations, etc.;  
Studies, develops and applies Best Practices of New York State school districts in compliance with State Education regulations;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques of personnel administration; good knowledge of public administration as it applies to the public sector; good knowledge of labor laws, developments in the field of labor relations and local labor conditions; good knowledge of federal and state mandates and laws relating to equal employment opportunity and affirmative action dealing with employment; good knowledge of New York State Civil Service Law and local rules and regulations; ability to interpret and administer labor agreements; ability to plan, manage and supervise a comprehensive personnel program; ability to plan and direct the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with people at all levels of an organization structure as well as local area school districts and municipal and civic officials; working knowledge of electronic and computer application software; sound professional judgment; initiative; integrity; tact and courtesy.

MINIMUM QUALIFICATIONS:

Bachelor's degree or higher in human resources management, public administration, business administration or a related field and five (5) years of progressively more responsible human resources (personnel) administration which must have included one or more of the following activities: job classification, job evaluation, professional recruiting, salary administration, or employee relations.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.