

SECTION I: GENERAL INFORMATION

Classification Title: Director of Human Resources	Department: Human Resources	Unit: Directors
Immediate Supervisor: Superintendent	Grade Placement:	FLSA Status: Exempt
<p>Job Summary:</p> <p>Under the direction of the Superintendent, the Director of Human Resources is responsible for administering the human resource programs and services of the District including selection and recruitment; benefits administration; human resource planning, organizational development and personnel policies/procedures; employee relations; human rights administration; and workers' compensation.</p> <p>Essential duties outlined below are intended as "representative" examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Advises and provides consultation to district administrators regarding human resources issues and concerns in the areas of collective bargaining, language interpretation and district policies. Serves as human rights officer; chairs the health and safety committee; and serves on the insurance advisory committee.
2. Supervises, manages and directs the activities of department personnel.
 - Screens, interviews, selects and personnel for the department.
 - Provides direction to program staff.
 - Conducts performance evaluations on all direct reports.
 - Controls and determines the design of the department's organizational structure and the assignment of responsibilities and authority within the department.
 - Provides for and oversees staff development opportunities for staff to develop their skills.
 - Plans, prioritizes and schedules work.
 - Establishes timelines, work priorities and workload requirements.
 - Monitors work progress.
3. Develops department goals and objectives to assure programs support the District's strategic plans. Designs, recommends and administers human resource policies to ensure programs are current, competitive and in compliance with legal requirements.
4. Identifies staff vacancies and directs the recruitment and selection processes of the District.
5. Serves as a member of the Cabinet. Advises cabinet members, Superintendent and School Board members in areas of responsibility. Identifies the impact of District decisions on department operations and programs. Attends and prepares for all School Board meetings.
6. Serves as the District's lead spokesperson during negotiations.
 - Determines and recommends language proposals and negotiation objectives.
 - Resolves disputes between employees and management and handles employee complaints.

- Serves as a liaison with legal counsel in all areas of employee relations.
- Oversees and administers district benefit programs (i.e. medical, dental, life, LTD, and workers' compensation). Oversees employee data systems and operations.
 - Monitors compliance of District policies, state and federal laws, rules and reporting. Conducts investigations and prepares investigative reports for the Superintendent.
 - Leads the Finance and Policy Subcommittee of the Board to review and revise School Board policy. Assists the Superintendent in implementing Board policies, administrative guidelines and directives.
 - Performs other duties of a comparable level or type, as required.
 - Keeps abreast of changing developments, trends, and technologies within the field.
 - Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION:	
less than high school diploma		Type of degree: (B.S., M.A., etc.)	
High school diploma or GED.		Bachelor's Degree	
1 year college		Major field of study or degree emphasis:	
	2 years college	Human Resources, Personnel Management, Industrial Relations, or closely related field	
3 years college	x	4 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
2nd year graduate level		<ul style="list-style-type: none"> • Knowledge of all relevant laws, rules, regulations, requirements and guidelines pertaining to human resources, employee relations and personnel administration. • Principles, concepts fundamentals and techniques of staffing, recruitment, compensation, benefit administration and personnel management. • Theories and concepts pertaining to human resource management, employee motivation, performance assessment, employee rewards and compensation. • Knowledge of school district organizations, functions, operations and jobs. Understanding of educational goals, teaching, educational systems, and district philosophy as it impacts the support functions and responsibilities of HR programs and services. • Knowledge of HR recordkeeping, compliance reporting, and administrative requirements pertaining to HR programs. • Knowledge of district administrative policies and procedures. 	
Required Work Experience in Addition to Formal Education/Training:			
Minimum of 5 years human resources experience that includes some oversight of human resource operations and programs.			
LICENSE/		Identify licenses/certification required:	



CERTIFICATION	Valid MN driver's license.	
RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:		
	Titles of Positions Directly Supervised	# of Employees
1	Employee Data Coordinator	1
2	HR Specialist-Benefits	1
3	HR Specialist-Employee Services	1
TOTAL		3

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Human relation and communications skills in working with all level of employees across the district in matters involving conflict resolution, problem identification, compliance monitoring, and team building. • Coordinating and preparing all local, state and federal mandated or management HR reports required. • Interpreting, applying and following employment laws, contract language and bargaining agreements. • Interviewing, investigating and counseling techniques and methods used in personnel administration. • Planning, developing, implementing and administering HR programs and services. • Conflict resolution and problem-solving. • Research, investigative and analytical skills. • Developing and implementing human resource policies and procedures for the administration of HR programs and for assisting the district in meeting its HR goals and objectives. • Presentational skills and exceptional human relation and communication skills. • Collaborating with, consulting and advising managers, employees, administrators and elected officials concerning HR policies, laws, rules or strategies in addressing problems pertaining to employee relations. • Interpreting, applying and addressing complex laws, rules, and guidelines impacting district operations and programs.
--	---

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

<u>Physical Activities</u>	Amount of Time Spent				<u>Lifting/Forcing Exerting</u>	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**HAZARDOUS WORKING
CONDITIONS**

Unusual or hazardous working conditions related to performance of duties:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work involve continuous contacts and interactions with the public, staff, outside agencies, district administrators, union representatives, HR providers and others which can involve some disagreeable human interactions/conflicts making the job less than desirable.

SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
<p>_____</p> <p>Department Head's Signature</p>	<p>_____</p> <p>Date</p>
<p>Classification History: Created classification description 6/2016 BCC</p>	