

Human Resources Manager

Reports to:	Assistant Superintendent for Human Resources
Classification:	Support Staff
FLSA Status:	Exempt
Terms of Employment:	260 days (12 months) or as otherwise assigned by the applicable working calendar. Salary to be established by the Board of Education.
Evaluation:	This position will be evaluated in accordance with provisions of the performance based evaluation for support staff.
Compensation:	According to the Support Staff salary structure for HR Manager.

JOB SUMMARY:

The optimal candidate will have experience with Human Resource areas including but not limited to the following: managing/supervising staff, developing policies and procedures, managing various online applications and systems, knowledge of current legal requirements especially those related to personnel, and implementing effective structures for departments/programs. The ability to effectively operate in a fast paced environment is critical. Candidates must have effective communication and interpersonal skills to positively interact with all stakeholders. Candidates must also support the district's DEI work by recruiting, hiring, and retaining a diverse workforce.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Appropriate safety precautions to be used at all times while performing essential duties.
2. Establish and maintain a safe, accessible, positive, and inviting office environment for all members of the school community.
3. Greet and assist all stakeholders, in person and by telephone, in a courteous, friendly and professional manner.
4. Communicate with all stakeholders in an effective and timely manner.
5. Work collaboratively with other staff members.
6. Assume responsibility for the safe condition of all assigned areas and/or equipment operated.
7. Maintain confidentiality in accordance with applicable law and District policy.
8. Follow established District policy and procedure at all times.
9. Promptly attend all scheduled and called meetings by Supervisors and/or the Administration.
10. Support all aspects of day to day operations for the Human Resources Department.
11. Knowledge of legal requirements for Human Resources operations is critical.
12. Collaborates with Assistant Superintendent for Human Resources by managing daily operations, developing strategic plans for a comprehensive human resources program, and implementing the overall vision for the department.
13. Create and submit, as necessary, reports related to Human Resources.
14. Collaborate with appropriate staff to effectively produce contracts/letters, salary schedules, interview questions, evaluation documents, staff handbooks, develop absence/leave management systems, approve payments and other related functions.
15. Assist with the development and implementation of Worker's Compensation and workplace accident policies and procedures.
16. Assist with the development and implementation of staffing trackers, salary, and related spreadsheets to conform to District financial requirements.
17. Base daily decisions on professionally sound, documented personnel policies and procedures consistent with best practices for Human Resources.
18. Assist with the development and implementation of performance based evaluation standards for all employee groups.
19. Assist with the development and implementation of all aspects related to recruiting, interviewing, and hiring processes.
20. Respond appropriately and in a timely manner to various requests for information while maintaining compliance with District policy and procedure.
21. Ensure accuracy and timeliness when performing essential duties.
22. Collaborates with Business Office on a regular basis to manage employee leaves and other items necessary for payroll.
23. Assist with the development and implementation of policies and procedures impacting Human Resources.
24. Coordination and supervision of Human Resources department staff, tasks, procedures and related items.
25. Ability to effectively understand and use office/school related Human Resource Information Systems and related programs (databases, spreadsheets, etc).
26. Knowledge of FMLA, ADA, FLSA, EEO, HIPPA, OSHA, WC, USCIS and other related human resources laws.
27. Adhere to all established policies and procedures of the District with a focus on confidentiality policies/laws.
28. Maintain personnel records according to policy, procedure, and applicable law.
29. Other duties as assigned by the Assistant Superintendent for Human Resources.

SUPERVISORY RESPONSIBILITIES:

This position is responsible for the supervision of the Human Resources Department.

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:

1. Bachelor's degree in Human Resource and/or related program.
2. A minimum of 3 years experience with Human Resources functions required.
3. Experience with management or supervision of individuals or teams preferred.
4. Preference will be provided to candidates with experience in education and/or public schools.

COMMUNICATION SKILLS:

1. Ability to communicate, both verbally and in writing, and interact effectively with all aspects of the school community is required.
2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.

MATHEMATICAL SKILLS:

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.
2. Ability to perform mathematical calculations to balance assigned budget items, invoices, bills, purchase orders and other related items.
3. Ability to create and use spreadsheet applications.

REASONING ABILITY:

1. Ability to prioritize and meet deadlines while complying with established policies and procedures of the district.
2. Identify and resolve problems in a timely manner, gather and analyze information skillfully; use reason even when dealing with emotional topics.
3. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

OTHER SKILLS AND ABILITIES:

1. Demonstrate effective organizational ability and attention to detail.
2. Ability to provide assistance to the school community as necessary.
3. Ability to work independently.
4. Excellent human relation skills.
5. Knowledge of office equipment (computers, copiers, fax machine, and related items).
6. Ability to prioritize duties as appropriate to meet deadlines.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee may lift up to 50 pounds, such as, to lift files, papers, supplies and equipment. The foregoing is not an exclusive list and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate level with frequent interruptions. The employee continuously interacts with staff and the public. Travel may be necessary to various District buildings and/or sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.

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Created: February 6, 2020