



POSITION DESCRIPTION

JOB TITLE: Executive Director, Department of Human Resources 0109		
DATE:	DEPARTMENT OR SCHOOL: Human Resources	DIVISION:
BARGAINING UNIT: District Executives & Cabinet		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Department of Human Resources, is responsible for: the management of the Human Resources organization, including organizational development, policies and programs covering employment, compensation, benefits, performance management, employee relations, recruitment and retention; compliance of the human resources functions in accordance with the policies and practices of the District; state and federal laws, regulations and administrative rulings of governmental organizations and other regulatory and advisory authorities and organizations; strategic human resource planning so as to provide the District with the most qualified and diverse workforce available.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Develop, recommend and implement Human Resource programs and policies that align with the District's organizational goals.
2. Provide strategic and tactical human resource management planning in accordance with the long term workforce needs of the District.
3. Evaluate the effectiveness of all Human Resource practices to ensure support of the District's goals.
4. Act as senior level advisor on Human Resource issues to the Superintendent, Board and other District administrators.
5. Provide leadership, direction and directives to Human Resource Management staff for the development of streamlined processes to maximize efficiency and effectiveness within the department.
6. Provide direction and directives to Human Resource department staff in the performance of their duties, establishing work priorities and in achieving management initiatives.
7. Maintain current knowledge and understanding of regulations, industry trends, current practices, new developments and applicable laws regarding human resources.

8. In accordance with the school district's policies and procedures on hiring, evaluates and recommends administrative and supervisory assignments and promotions to the Superintendent and appropriate department/division/office heads.
9. Meets and confers with union representatives relative to actual and potential labor-management concerns.
10. Oversee aspects of the salary administration program for district employees.
11. Oversee the Human Resources/Payroll Policy Committee which sets the direction for utilization and implementation of the Human Resources/Payroll System.
12. Oversee the management of the district's insurance and benefits program, insurance and risk management program and the development and implementation of safety and health policies and procedures for all MPS facilities.
13. Oversee the district's administration of workers' compensation claims, unemployment compensation claims, and the Employee Assistance Program.
14. Plan and develop departmental budget and manage expenditures.
15. Recommend training programs that will help to continually improve productivity of human resource staff.
16. Ability to implement strategic plan goals.
17. Actively supports the MPS Strategic Plan.
18. Completes other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Superintendent of Schools

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Director of Labor Relations
 Director of Benefits and Insurance Services
 Manager, Office of Classified Staffing
 Manager, Office of Certificated Staffing
 Employment Compliance Officer
 HRMS Administrator
 Department Administrative Assistant

JOB 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Master's Degree in Human Resources, Business Administration, or closely related field from an accredited college or university with postgraduate or law degree preferred.
 Professional certification at SPHR level a plus.
 Experience in labor relations and administration.
 Broad knowledge of employee relations, employee retention, compensation, benefits, insurance and risk management, and organizational development.

Experience Requirements

Minimum of seven years successful experience in human resources, with five (5) years at a senior management level and responsibility for at least one professional functional area.
In-depth experience and knowledge in all aspects of human resources including applicable state and federal regulations.
Experience in the implementation and use of technology and automated systems for streamlining business processes.
Experience in an environment with multiple collective bargaining units, working with diverse groups and supervising staff.
Experience managing budgets and human resource data.
Excellent communication skills; ability to communicate effectively with Board members, administrators, teachers, students and members of the community.
Teamwork skills; ability to develop effective working relationships with diverse individuals at all levels; leadership skills, organization and external awareness, strategic and systems thinking skills.
Broad knowledge of employee relations, employee retention, compensation, benefits, insurance and risk management, and organizational development.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Environment is that of a typical office. Moderate physical activity such as walking and standing is necessary.

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 with or without reasonable accommodation.

Those associated with a general office environment.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.