

Northfield

Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

April 2009

SECTION I: GENERAL INFORMATION

Position Title: Director of Human Resources	Department: Human Resources
Immediate Supervisor's Position Title: Superintendent	FLSA Status: Exempt
Band/Grade/Subgrade: E/8/2	Bargaining Unit: District Administrators- Cabinet
Job Summary: The Director of Human Resources plans, directs, and administers HR functions for the District including developing and monitoring HR procedures, following HR related federal and state statutes, negotiating and interpreting employment contracts; recommending all HR actions, overseeing employee benefits, overseeing employee evaluation procedures, and planning and implementing all programs related to HR.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Plans, directs, and coordinates the recruitment of and hiring procedures for all new personnel. Reviews supervisor recommendations for employment of staff or personnel/salary changes and recommends for School Board approval. Assists administrators with staff hiring and placement decisions.
Percent of Time:	10%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">• Monitors on-line application sites and submits reports to administrators• Issues employment letters and contracts for new employees• Oversees New Employee Orientations (delivered by district HR Generalist)• Monitors staffing FTEs for all employee groups: Teacher FTEs at each school, Educational Assistant Allocations, etc.		

Duty/Responsibility No:	2	Statement of duty/responsibility: Plans and directs HR functions for the School District; develops and implements HR related programs, policies, and procedures.
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Supports all administrators and supervisors regarding HR policies and procedures (e.g. hiring, discipline, evaluation, termination, benefits)
- Stays current with federal and state mandates and regulations relating to HR practices and procedures (FMLA, FLSA, etc.).
- Member of Teacher Professional Growth Committee, District Insurance Advisory Committee , District Staff Wellness Co-Chair

Duty/Responsibility No:	3	Statement of duty/responsibility: Supervisors HR personnel and day to day operations
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Oversees the day to day operations of department and staff.
- Coordinates and oversees the orientation, personal development and training of department staff.
- Monitors the performance of departmental staff and directly evaluates the performance of all direct reports.
- Monitors the accomplishments of departmental programs, projects and goals.

Duty/Responsibility No:	4	Statement of duty/responsibility: Serves as chief negotiator for the Superintendent and School Board with all collective bargaining groups and non-organized groups or individuals. Formulates proposals, negotiates, administers, and interprets employment contracts, agreements and policies.
Percent of Time:	15%	

Tasks involved in fulfilling above duty/responsibility:

- Under direction of the Superintendent, works with district administration, board members, and legal counsel in planning for, negotiating and administering the provisions of collective bargaining agreements.
- Advises district administrators and board members concerning the financial aspects of human resource and employee relation issues
- Interprets 15+ district employee agreements/contracts

Duty/Responsibility No:	5	Statement of duty/responsibility: Administers the district's salary programs; directs the implementation for compliance with a pay equity system (comparable worth); determines appropriate employee salary levels, steps or number of years credit, and process all salary adjustments. Verifies all teacher salaries and lane changes for payroll department.
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Monitors creation of new positions and job descriptions, and facilitates assignment of Pay Equity points
- Assures that new employees are hired at appropriate step and lane, per specific employee agreements/contracts
- Ensures accuracy of state Pay Equity reporting procedures

Duty/Responsibility No:	6	Statement of duty/responsibility:
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Percent of Time:	5%	Coordinates the district's procedures under provision of M.S. 122A.40 (teacher tenure law) including evaluation of probationary licensed staff, leaves of absence provided by law, teacher suspension and/or termination. Conducts and/or facilitates disciplinary and termination procedures with staff. Monitors performance appraisal process for all staff and assists supervisors with placement, transfer and seniority information
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Tasks involved in fulfilling above duty/responsibility:

- Ensures coaching as well as progressive discipline procedures are utilized
- Monitors and provides support for employee evaluations for all 15+ employee groups

Duty/Responsibility No:	7	Statement of duty/responsibility:
Percent of Time:	5%	Directs process for unrequested leave and termination and non-renewal of contract procedures; determines staff to be proposed for unrequested leave in accordance with legal and negotiated contract provisions.

Tasks involved in fulfilling above duty/responsibility:

- Per state statutes

Duty/Responsibility No:	8	Statement of duty/responsibility:
Percent of Time:	5%	Coordinates special programs or projects such as new teacher orientation programs, district workshops, employee assistant program, student enrollment options and home schooling and personnel-related legislated programs such as comparable worth, affirmative action.

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	9	Statement of duty/responsibility:
Percent of Time:	5%	Oversees the HR Generalist regarding administration of the district's fringe benefits program; administers workers' compensation program in the district.

Tasks involved in fulfilling above duty/responsibility:

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Duty/Responsibility No:	10	Statement of duty/responsibility:
Percent of Time:	5%	Serves as compliance officer for discrimination or sexual harassment issues including receiving, investigating, and responding to complaints or providing advice and consultation to person handling complaint.

Tasks involved in fulfilling above duty/responsibility:

- Investigates complaints and reports to Superintendent

- Works with district administrators to create and maintain a healthy and supportive work environment

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: Type of degree: (B.A., M.A., etc.)		
less than high school diploma		BA or BS (MA preferred)		
High school diploma or GED.		Major field of study or degree emphasis: K-12 Administration or Human Resources preferred		
1 year college				2 years college
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: <ul style="list-style-type: none"> • Working knowledge of HR related Federal and State laws and K-12 Minnesota Statutes • Knowledge of best practices regarding labor-management relations, conflict resolution, employee evaluations, progressive discipline, hiring and terminating, and benefits administration. • Proficiency regarding use of productivity software, HR and financial systems 		
2nd year graduate level				
Doctorate level				

Required Work Experience in Addition to Formal Education/Training:

At least three years of directly related experience (5 years preferred)

Required Supervisory Experience: 5 years

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:

**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- Listening and communication skills
- Negotiations Processes and Procedures
- Developing, maintaining and streamlining Human Resources processes and procedures
- Implementing new programs, processes and procedures (online application systems, employee absences systems, evaluation systems, etc.)
- Researching and documenting
- Coaching and supporting staff

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised		# of Employees
Human Resources Generalist		1
Administrative Assistant		1
TOTAL		2

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 2

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	NA
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
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Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 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.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Human Resource's Signature

Date

Classification History: