

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
 January 2018

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: F-10-1	Bargaining Unit: Non-Union Administrators - Director
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, negotiations processes, 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:	5	
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 Orientation • Monitors staffing FTEs for all employee groups: Teacher FTEs at each school, Educational Assistant Allocations, etc. 		

Duty/Responsibility No:	2	Statement of duty/responsibility:
Percent of Time:	10	Plans and directs HR functions for the School District; develops and implements HR related programs, policies, and procedures.
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • 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 Chair, District Staff Wellness Committee Co-Chair 		

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Duty/Responsibility No:	3	Statement of duty/responsibility: Supervises 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.
- Supervises the daily workflow of the Human Resource Department’s integration of new employees, including collection of required employment documentation, background checks verification, new staff orientation, initial placement of salary schedule, and placement on the Board agenda. This includes supervision of the Human Resources Generalists and the Benefit Specialist.

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:	10	

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.
- Prepares negotiations prep documents
- Prepares negotiations proposals relating to employee benefit issues
- Interprets 17 district employee agreements/contracts

Duty/Responsibility No:	5	Statement of duty/responsibility: Directs the implementation for compliance with a pay equity system (comparable worth); determines appropriate employee salary levels, steps or number of years credit, and processes all salary adjustments. Verifies all teacher salaries and lane changes.
Percent of Time:	5	

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
- Applies for license variances or community expert licenses as needed.
- Completes required affirmative action reports.

Duty/Responsibility No:	6	Statement of duty/responsibility: Administers all employee benefit programs and directly supervises department staff in the daily implementation of all benefit programs.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Manages transition of eligible retired employees and their spouse from the District’s insurance plan to District’s Medicare Supplement program.

- Analyzes and applies changes in eligibility as changes in legislation impact continuation of benefits.
- Facilitates selection of new benefits' carriers and modifications in current benefits' programs. Analyzes premium costs annually and facilitates Requests for Proposals, when appropriate. Determines when changes to plan design need to be implemented and communicates changes to employees. Facilitates required voting process with unions.
- Facilitates retirement planning for all employees, including severance payments and continuation of benefits for retired staff members.
- Reviews monthly absence reports with HR Administrative Assistant.
- Analyzes and applies contract language for various absences and leaves of absence, and FMLA or LTD applicability.
- Work comp renewal and oversees OSHA reporting and daily work comp reporting.

Duty/Responsibility No:	7	Statement of duty/responsibility:
Percent of Time:	20	Coordinates the district's procedures under provision of M.S. 122A.40 (teacher tenure law) including monitoring of teacher/staff evaluation, leaves of absence provided by law, teacher suspension and/or termination. Conducts and/or facilitates disciplinary and termination procedures with staff. Assists building administrators with placement, transfer and seniority information.

Tasks involved in fulfilling above duty/responsibility:

- Ensures coaching as well as progressive discipline procedures are utilized.
- Facilitates selection and implementation of protocols for evaluation of all employee groups.
- Provides one-on-one coaching for Principals and District administrators.

Duty/Responsibility No:	8	Statement of duty/responsibility:
Percent of Time:	3	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:

Duty/Responsibility No:	9	Statement of duty/responsibility:
		Serves as Human Rights Officer for discrimination or sexual harassment issues including receiving, investigating and responding to complaints or providing advice and consultation to person handling complaint.
Percent of Time:	15	

Tasks involved in fulfilling above duty/responsibility:

- Investigates human rights complaints and reports to Superintendent.
- Works with district administration to create and maintain a healthy and supportive work environment.

Duty/Responsibility No:	10	Statement of duty/responsibility:
Percent of Time:	2	Performs other comparable duties of a like or similar nature as assigned.

Tasks involved in fulfilling above duty/responsibility:

- As required by the Superintendent

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		Bachelor's Degree	
High school diploma or GED.		Major field of study or degree emphasis: K-12 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. • <u>Knowledge of best practices in organizational planning, leadership, management and change.</u> • <u>Knowledge of executive coaching strategies.</u> • <u>Ability to build and maintain excellent interpersonal relationships.</u> 	
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:
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • 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 documentation • Coaching and supporting staff • Ability to inspire direct reports to achieve District goals. • Verbal and written communication.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised		# of Employees
Benefit/Payroll Specialist		1
Human Resources Generalist		2
Full-time Teacher Substitutes		2
TOTAL		5

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

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

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

- Job description updated January 2013
- Job description updated March 2015
- Job description updated January 2018