

**POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS**

March 2015

SECTION I: GENERAL INFORMATION

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| Position Title: Director of Human Resources | Department: Human Resources |
| Immediate Supervisor's Position Title: Director of Administrative Services | FLSA Status: Exempt |
| Band/Grade/Subgrade: E-8-1 | 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

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| 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: | 15% | |
| <p>Tasks involved in fulfilling above duty/responsibility:</p> <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. | | |

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| 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: | 15% | |
| 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 Chair | | |

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| Duty/Responsibility No: | 3 | Statement of duty/responsibility: Supervises HR personnel and day to day operations |
| Percent of Time: | 25% | |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> • 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. | | |

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| Duty/Responsibility No: | 4 | Statement of duty/responsibility: Serves on District negotiations team for 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: | | |
| <ul style="list-style-type: none"> • Prepares negotiations prep documents • Prepares negotiations proposals relating to employee benefit issues • Interprets 15+ district employee agreements/contracts | | |

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| 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 process all salary adjustments. Verifies all teacher salaries and lane changes for payroll department. |
| Percent of Time: | 5% | |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> • 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. | | |

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| Duty/Responsibility No: | 6 | Statement of duty/responsibility: |
| Percent of Time: | 10% | Administers all employee benefit programs and directly supervises department staff in the daily implementation of all benefit programs. |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> • 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. | | |

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| Duty/Responsibility No: | 7 | Statement of duty/responsibility: |
| Percent of Time: | 10% | Facilitates the integration of new employees into the school district. Manages communications district-wide regarding expectations, responsibilities and benefit information using a variety of vehicles including New Employee Orientation, answering questions in meetings or via phone, sending out periodic notices, and writing benefit related materials and ongoing general communication regarding employee benefits. |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> • Supervises the daily workflow of the Human Resource Department’s integration of new employees, including collection of required employment documentation, background checks verification, initial placement of salary schedule, and placement on the Board agenda. This includes supervision of the Human Resources Administrative Assistant and the Human Resources Office Specialist. • New Staff Orientation • Informs employees of the conditions and consequences regarding the choices they make for benefit enrollment. | | |

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| Duty/Responsibility No: | 8 | Statement of duty/responsibility: |
| Percent of Time: | 5% | Coordinates special programs or projects such as new staff orientation programs, district workshops, employee assistant programs and personnel-related legislated programs such as comparable worth, affirmative action. |
| Tasks involved in fulfilling above duty/responsibility: | | |

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| Duty/Responsibility No: | 9 | Statement of duty/responsibility: |
| Percent of Time: | 5% | Performs other comparable duties of a like or similar nature as assigned. |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> As required by the Director of Administrative Services | | |

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| 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: | |
| 1 year college | | K-12 or Human Resources preferred | |
| | 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: | |
| 2nd year graduate level | | <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 | |
| 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 documenting Coaching and supporting staff |
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| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS | |
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| Titles of Positions Directly Supervised | # of Employees |
| Human Resources Administrative Assistant | 1 |
| Human Resource Office Specialist | 1 |
| TOTAL | 2 |

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

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| 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 | | | | |
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| Employee is required to: | 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