

**School Administrative Unit #33
Job Description**

DRAFT PROPOSED

TITLE: Director of Human Resources

REPORTS TO: Superintendent of Schools **EVALUATION:** Superintendent of Schools

SUPERVISES: Human Resources Assistant and Payroll Department

GENERAL SUMMARY: The Director of Human Resources is responsible for planning, coordinating, and directing all functions of the Human Resources department including employee relations, labor relations, employee benefits administration, recruitment, classification and salary administration, policy development and employment law compliance.

QUALIFICATIONS (SKILLS/EXPERIENCE/TRAINING REQUIRED):

- Bachelor's Degree from an accredited college or university with study in Human Resources or related field. A Master's Degree is preferred.
- Five years work experience in the field of Human Resources or related field.
- Strong interpersonal and verbal communication skills including ability to effectively present information to groups of individuals, maintain effective working relationships within the District, and with other relevant local agencies.
- Extensive knowledge of state and federal laws pertaining to personnel management.
- Knowledge of Human Resources Information Systems (HRIS), database program applications (MUNIS), Microsoft Office Suite and other software pertaining to personnel management.
- Knowledge of payroll processing procedures
- Strong analytical and problem-solving skills.

ESSENTIAL JOB FUNCTIONS:

- Direct and manage the Human Resources Department and Payroll Assistant.
- Communicate with employees, departments, administrators and the public for the purpose of providing information and assistance concerning District employment, labor negotiations procedures and related legal requirements.
- Counsel administrators on employee relation issues, retention or release of employees and disciplinary actions. Supervises the disciplinary process for non-certified staff to be appropriate and consistent with Collective Bargaining Agreements and a fair and equitable practice.
- Manage a range of personnel processes (e.g. recommendations for hire, onboarding of new hires, transfers, induction programs, leaves of absence, resignations, retirements, terminations, etc.) for the purpose of ensuring compliance with District, state and/or federal regulations and all collective bargaining agreements.
- Attend and participate in employee disciplinary meetings, terminations and investigations.

- Acts as a consult to the Superintendent and School Board by providing information in dealing with bargaining and negotiation processes.
- Assist in the review and revision of Human Resource's policies and procedures, rules and regulations. Develop supplemental guidelines for existing procedures.
- Serve as the primary contact for District staff with representatives of employee organizations on questions concerning the interpretation and implementation of Human Resources policies adopted by the School Board.
- Assemble, coordinate, and maintain all personnel records/files and information as required by State, Federal and District laws and policies by complying with all laws, rules and policies related to personnel management.
- Acquire background checks and employee eligibility verifications.
- Administer/manage employee benefit programs, including health, dental, life insurance; 403(b) Plan, Flexible Spending Benefit, etc.
- Administer all FMLA documents and maintain compliance with applicable laws.
- Work with the payroll department to ensure payroll data accuracy.
- Oversee the posting of notices of vacancies both on the website and other media.
- Prepare a wide variety of materials in written and electronic formats (e.g. reports, memos, letters, policies, presentations, etc.) for the purpose of documenting activities, providing written reference and/or conveying information; Ensure data integrity.
- Compile research pertaining to personnel, including wage and salary.
- Audit monthly health insurance bills for changes to ensure accuracy.
- Manage the preparation and revision of job descriptions and the classification of positions and evaluation systems.
- Work with Administrators to coordinate district wide training.
- Work with the Business Administrator to seek the best pricing for health, dental, life and disability insurances.
- Work with the Business Administrator to monitor the District's Personnel/Budget Information System.
- Analyze, evaluate and define positions based on duties, responsibilities and qualification requirements in order to establish and/or maintain a framework for the District's compensation strategy.
- Maintain regular liaison with NH DOE officials and other state agencies concerned with Labor Relations matters.
- Enhance the human assets of the organization and promote employee morale.
- Work with the Superintendent's office to ensure proper certification of credentialed staff.
- Serve as the District liaison for the sick bank committees.
- Attends meetings of the District's Joint Loss Management Committee (JLMC) and compiles reports for employee injuries.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other related duties as required by the Superintendent of Schools.

PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb. N R Q F C
Lift 11 to 25 lb. N R Q F C

Twisting N R Q F C
Bending N R Q F C

Lift 26 to 50 lb. N **R** O F C
Lift over 50 lb. **N** R O F C

Carry up to 10 lb. N R **Q** F C
Carry 11 to 25 lb. N R **Q** F C
Carry 26 to 50 lb. N **R** O F C
Carry over 50 lb. **N** R O F C

Crawling **N** R O F C
Squatting N R **Q** F C
Kneeling N R **Q** F C
Crouching N R **Q** F C
Climbing N **R** **Q** F C
Balancing N **R** O F C

Work Surface(s)

Reach above shoulder height N R **Q** F C
Reach at shoulder height N R **Q** F C
Reach below shoulder height N R **Q** F C
Push/Pull N R **Q** F C

| KEY | |
|-----|----------------|
| N | = not required |
| R | = rarely |
| O | = occasionally |
| F | = frequently |
| C | = constantly |

Hand Manipulation

Grasping N R O **F** C
Handling N R O **F** C
Torquing N R **Q** F C
Fingering N R O **F** C

Controls and Equipment:

(list tools and/or equipment required to be used in this position)
 Computer, calculator, telephone, copier, scanner, fax, postage meter, smartboard

During an 8 hour day, employee is required to:

| | <u>Consecutive Hours</u> | <u>Total Hours</u> |
|--------------|--------------------------|------------------------|
| Sit | 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 7 8 |
| Stand | 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 7 8 |
| Walk | 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 7 8 |

Cognitive And Sensory Requirements:

Talking: Necessary for communicating with others
 Hearing: Necessary for receiving instructions and queries
 Sight: Necessary for doing job effectively and correctly
 Tasting & Smelling: Not required

Employer Expectation for the amount of lapsed time required by a typical worker to learn the skills of this job description (Specific Vocational Preparation Requirement)

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

Summary Of Occupational Exposures:(list any materials position may be using, any exposure to the elements, any exposure to bodily fluids, noise, etc.)May be exposed to cleaning fluids and copier toner

Other Items to consider

Environment: Inside: 90% Outside: 10%
 Work Surfaces: carpet and tile floors, chair and standard desk

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Classification: Exempt; Year round
Adopted:
Revised:
Revised:

DRAFT