DIRECTOR OF HUMAN RESOURCES

QUALIFICATIONS
1. Bachelor’s degree in Human Resources Management or a related field
2. Five years experience in HR or benefits administration
3. Professional in Human Resources (PHR) certification preferred

Such other characteristics which would be expected to accomplish the responsibilities of this position, including but not limited to:
- Excellent communication skills
- Demonstrated writing ability and technology skills
- Wide variety of employee/labor relations experiences
- Demonstrated leadership
- Ability to establish credibility with a variety of employee groups

POSITION GOAL
- Provides specialized operations and administrative support to the Assistant Superintendent for Human Resources and Personnel in such areas as employment, compensation, labor relations, benefits, or training and development.
- Provides routine advice, assistance, and follow up to employees, and/or members of the general public in the application of specified policies, procedures and documentation.
- Coordinates the resolution and/or referral of specific policy related and procedural problems and inquiries.
- Develops, expedites and maintains files, records and other documents.

FLSA STATUS: Exempt (not eligible for overtime pay over 40 hours per week)

BARGAINING UNIT STATUS: Excluded. The work year and compensation shall be established in the administrators’ salary schedule for the Monroe County Community School Corporation

SUPERVISED AND EVALUATED BY
Assistant Superintendent for Human Resources and Personnel

ESSENTIAL FUNCTIONS
1. Plans and directs implementation and administration of benefits program for the school district
2. Ensures that the school district is in compliance with all State and Federal rules and posting requirements pertaining to all personnel matters (ex. FMLA, FSLA, OSHA, ADA, HIPPA, Minimum Wage Laws)
3. Certifies eligibility of employees to the Business Office for the district health plans, leaves of absence and retirement plans
4. Administers individual employee benefits within policy parameters and monitors compliance with policy, procedure, and documentation requirements
5. Serves on the corporation insurance committee
6. Provides individual advice and problem resolution to employees on employee benefits issues
7. Conducts support staff orientation
8. Conducts in-depth substitute teacher orientation
9. Assists with certified staff orientation
10. Interacts and consults with hiring officials in the planning, approval, and implementation of staffing projections, recruitment strategies, utilization goals, posting/advertising, screening and applicant pool development, and selection support; assists with and facilitates the design of proactive staffing plans
11. Ensures all teachers are properly licensed and meet HQ status
12. Interviews applicants, checks references, conducts criminal history search, and makes recommendations to the Assistant Superintendent for Human Resources and Personnel
13. Handles employee relations counseling, outplacement counseling, and exit interviewing
14. Responds, maintains and completes all terminated employees’ requests for unemployment benefits insurance (unemployment hearings initial and follow-up applications).
15. Researches, identifies and analyzes specific employee relations concerns and makes appropriate recommendations to the Assistant Superintendent for Human Resources and Personnel
16. Maintains and coordinates employee recognition programs
17. Plans, develops, and revises all personnel handbooks in accordance with state legislation, Board policy, negotiated agreements, and administrative rules
18. Establishes and maintains current job descriptions
19. Establishes, maintains, and supervises department records and reports
20. Participates in the development of operating goals and objectives for the department; implements and administers methods and procedures to enhance the operation and keep the district in compliance with School Board policies, negotiated agreements, and state and federal regulations and law
21. Assists Assistant Superintendent for Human Resources and Personnel with various research projects, special projects, personnel reports, and/or surveys
22. Serves as project leader as appropriate for large-scale human resources initiatives
23. Performs other duties as assigned by the Assistant Superintendent for Human Resources and Personnel

DRAFT 2/17/2009