FOR ACTION: Create Director of Human Resources Position, Set Terms and Conditions and Authorize Posting and Filling Position

Recommendation

It is recommended that the Board create the position of Director of Human Resources, set terms and conditions of employment as noted below and authorize posting and filling the position.

Director of Human Resources
Effective Date: July 1, 2009
Terms of Employment: 238 days/contractual year
Salary: Determined by the Administrators Agreement

Background Information

Board Policy 3111 – Creating A Position – states that the “School Board recognizes the need to establish positions which, when filled by competent, qualified professional staff members, will assist the Corporation in achieving the education goals set by the Board.” This policy further states that the “Board reserves the right to create new positions and provide each with a job description clearly descriptive of the duties for which the position was created and provide each with a title that conforms with the appropriate certification insofar as possible; specify the number of persons to be employed with each job category; and set the initial salary for a new position not currently covered by a valid salary schedule.” “The Board shall, upon the advice of the Superintendent, consider the advisability of creating a new position or of increasing the number of professional staff members in an existing position.” Board Policy 3120 – Employment of Professional Staff – is attached for additional information.

In an effort to meet the needs of the Department of Human Resources and Personnel, it has become necessary to focus on coordination of employee benefits. With recent changes in the benefits program in this school district, there exists a need for additional specialized support in this area. The Director of Human Resources position would replace the Benefits Coordinator for Support Staff position, which was approved by the Board on November 7, 2007.

The Director of Human Resources will provide 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. This person will provide routine advice, assistance, and follow-up input to employees and/or members of the general public in the application of specified policies, procedures and documentation. In addition, the Director of Human Resources will coordinate the resolution and/or referral of specific policy-related and procedural problems and inquiries. A proposed job description for the Director of Human Resources is attached.