



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Assistant Director, Human Resources**
Job Family: **Administrative**
Prepared/Revised Date: **May 31, 2024**

FLSA Status: **Exempt**
Pay Range: **M**
Job Code: **10314**

SUMMARY: Plan, coordinate, direct, administer, and conduct HR-related duties to support district employment. Plan, implement, review, and evaluate human resources policies, programs, practices, and procedures. Oversee employee evaluation and performance management process and advise principals, directors, and managers on performance management and evaluation. Design, implement, and supervise various programs including recruitment and retention, staffing, employee relations, compensation, and diversity initiatives related to employees. Develop, coordinate, and facilitate new employee orientation(s) for classified employees, provide hiring support for schools and departments, respond to employee relations situations, and serve as a resource on employment law.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Hiring: Review and approve job postings; coordinate job advertisements for recruitment efforts, screen applicants, and assist hiring supervisors with coordination of the hiring process. Facilitate interview committees as needed. Provide HR hiring approval for classified hourly and athletic coaching positions. Assure hiring practices are in compliance with federal law and district policy.
2. Compensation: Conduct salary survey research. Design, create, update, and maintain district salary and stipend schedules. Collaborate with the payroll department on employee pay issues, new hire rates of pay, pay rate changes, and new position set-up; and provide support for problem-solving.
3. Onboarding: Create, design, implement, and facilitate new employee orientations for classified staff. Coordinate with the Professional Development department in new employee orientation process for classified employees and in making education and instruction available to all district employees.
4. Employee Relations: Respond to employee relations issues such as employee complaints, harassment allegations, civil rights complaints, and classified employee grievances. Counsel supervisors and staff regarding staff conflicts and mediate conversations to resolve conflicts and issues. Provide counsel and assistance with classified employee performance evaluations and improvement plans. Assist in reviewing and writing formal discipline letters. Conduct employee investigations and write summary investigation reports.
5. Background Checks: Review background checks for employees and volunteers. Ensure that candidate and volunteer background results meet district guidelines. Communicate directly with candidates and volunteers upon failure to meet background check requirements.
6. Employment Law: Serve as a resource on employment law and HR-related industry changes and remain current on existing employment law and changes that may impact the work of the HR department. Make process changes to comply with changes in state and federal laws. Educate HR staff and supervisors on those changes and how they affect processes and procedures.
7. Training: Plan and facilitate ongoing training of district and HR staff on HR-related applications and accepted HR policies, practices, and procedures including classified and athletic coaches hiring, onboarding, and evaluation procedures.



Description of Job Tasks
8. Negotiations: Serve as a resource to the annual negotiations process and employee groups; facilitate and/or participate on various employee group committees.
9. Evaluation Process: Manage district evaluation system. Administer, track, communicate, and provide training for evaluation system.
10. Attend work and arrive in a timely manner.
11. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Human Resources, Business, Education, Administration, or related field required.
- Three years of human resources management experience.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- PHR, SPHR, SHRM-CP or SHRM-SCP certification preferred.
- Certified Compensation Professional or similar certification preferred.
- Criminal background check required for hire.
- Ability to travel among district locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of employment laws and human resources policies, procedures, and practices.
- Critical thinking and analytical skills.
- Mediation and problem-solving skills.
- Knowledge of compensation analysis, systems, and structures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to supervise employees.
- Ability to protect and maintain confidentiality in all aspects of the job.
- Ability to work under deadlines; to be flexible in meeting the ever-changing needs of the department.
- Ability to manage multiple priorities.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office products, and/or other department software packages.
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Human Resources	
Direct reports:	Human Resources Specialists	4

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to finger, handle or feed		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy	x			
Coordinate		x		
Instruct		x		
Compute		x		
Synthesize			x	
Evaluate			x	
Interpersonal Skills				x
Compile		x		
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	