



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Director of Human Resources, Employee Relations** FLSA Status: **Exempt**  
Job Family: **Administrative** Pay Range: **Schedule A/P, Grade J**  
Prepared/Revised Date: **May 30, 2025** Job Code: **10353**

**SUMMARY:** Responsible for overseeing employee relations by conducting investigations, recommending disciplinary actions, and ensuring compliance with employment laws and district policies. Provides guidance to principals and HR staff, manages workplace disputes, facilitates training, and adapts HR processes to legal changes. Additionally, lead special projects to improve HR initiatives and supports broader organizational objectives.

**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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Conduct employee investigations, provide reports, and make recommendations for appropriate disciplinary action of employees. Analyze trends and recommend proactive measures to address problems.
2. Serve as a resource to principals, hiring managers and department directors on employment law, performance issues, and employee relations. Implement school district, state, and federal statutes, policies, and regulations related to Human Resources.
3. Resolve Incident Reports through the district See Something-Say Something reporting system.
4. Provide guidance and support to Human Resource Business Partners (HRBPs) for escalated employee relations matters.
5. Act as a mediator for addressing and resolving employee-related disputes. Facilitate communication and guide parties towards reaching a mutually acceptable agreement.
6. Manage the district's annual overage process. Develop and assess the entire process, including procedures and templates for communicating with impacted staff, principals, and associations. Ensure compliance with state law and the district's negotiated Employee Agreement.
7. Serve as a resource on employment law and HR-related industry changes and remain current on existing employment law changes that may impact the work of the HR department. Modify processes to comply with changes in state and federal laws. Educate HR staff and supervisors on the changes and the effect on current processes and procedures.
8. Plan and facilitate ongoing training of district and HR staff on HR-related applications and accepted HR policies, practices, and procedures related to employee relations. Develop and distribute employee relations training resources to people managers, which includes FRISK (Facts, Rule, Impact, Suggestions/Directions, Knowledge) model training.



9. Oversee special projects as assigned. Use sound judgement, set timelines, build project management tools, and present updates to Senior Director throughout life of the project. Track deliverables and work with various departments necessary to bring the project to completion. May need to build support for project goal by educating or training supervisor/employee groups.
10. Perform other duties as assigned.

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

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

#### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Principal or Administrators License preferred
- Mediator certification preferred
- Professional in Human Resources (PHR) or Society of Human Resources Manager (SHRM) preferred
- Valid US driver's license

#### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of employment laws and general Human Resources practices
- Knowledge of Colorado Teacher Licensure requirements
- Knowledge of federal regulations/mandates related to employment in education
- Knowledge of compensation analysis, systems, and structures
- Ability to supervise employees
- Ability to communicate with other staff members, employees, and community
- Human relation skills
- Ability to diffuse hostile or difficult situations
- Ability to mediate and/or lead teams through conflict resolution
- Group facilitation skills
- Professional development/training skills
- Ability to be a part of/work with a team
- Ability to maintain extreme confidentiality
- Problem solving, critical thinking, and analysis skills
- 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 and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Senior Director of Human Resources	
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [ada@psdschools.org](mailto:ada@psdschools.org).*

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			



<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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

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

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	



<b>VISION DEMANDS:</b>	<b>Required</b>
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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	