



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Executive Director of Human Resources**  
Job Family: **Administrator**  
Prepared/Revised Date: **January 1, 2018**

FLSA Status: **Exempt**  
Pay Range: **Grade C**  
Job Code: **10205**  
Days: **260**

**SUMMARY:** Develop, implement and manage the comprehensive services and systems for the Human Resources Department. Manage compensation, benefits administration, employee/labor relations, negotiations, recruitment/hiring, retention, evaluation, performance management and dismissal of staff. Ensure employment law compliance; write, revise and implement policy and procedures. Oversee risk management, records, substitute teacher program, Employee Assistance Services (EAS) program, and comprehensive employee and student wellness programs. Serve on the Superintendent's Cabinet, district committees, boards and councils.

**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
<b>1. Recruitment and Hiring</b> <ul style="list-style-type: none"><li>Oversee the design and implementation of recruitment and hiring systems for administrative, professional, licensed and classified employees</li><li>Oversee the district substitute program</li></ul>
<b>2. Evaluation</b> <ul style="list-style-type: none"><li>Design, manage and monitor the administrative, professional, licensed and classified evaluation systems</li><li>Advise principals and other supervisors on evaluation and performance issues</li></ul>
<b>3. Employment Law Compliance</b> <ul style="list-style-type: none"><li>Ensure district compliance with state and federal statutes, policies, and regulations related to Human Resources including the Fair Labor Standards Act, Americans with Disabilities Act, Equal Employment Opportunity Commission, and Civil Rights Act</li><li>Advise principals, hiring managers and department directors on employment law and performance issues (including discharge and discipline)</li><li>Ensure compliance under Every Student Succeeds Act (ESSA) regulation and state licensure mandates</li><li>Oversee the district's employee/applicant background check and fingerprint process</li><li>Work with the district's legal counsel and opposing counsel on legal cases and issues</li></ul>
<b>4. Negotiations</b> <ul style="list-style-type: none"><li>Direct, coordinate and facilitate the negotiations process with employee groups</li><li>Serve as liaison between the Superintendent and the negotiations teams</li><li>Inform negotiating team about relevant research and theory in the compensation field and provide current market information</li><li>Review negotiation proposals for congruence with educational policy and law</li><li>Develop and revise the Memo of Understanding regarding the negotiation process</li><li>Maintain, update and revise the Employee Agreement</li></ul>



### Description of Job Tasks

#### 5. Employee Relations and Support

- Participate in the district strategic planning committees
- Communicate important Human Resources issues, responsibilities and projects to principals and hiring managers
- Troubleshoot human resources issues with employee groups and employee group presidents
- Work with employees and supervisors in resolving employee relations problems and conflicts, including mediations and facilitations
- Implement grievance and discipline procedures
- Oversee the design and implementation of tuition reimbursement programs for district employees
- Manage the district's Employee Assistance Services (EAS) program
- Oversee the district's Student and Employee Wellness programs including the management of the employee health clinic
- Provide ongoing training on personnel related functions and issues to site managers, supervisors and employees
- Investigate or facilitate investigations into complaints of sexual harassment

#### 6. Compensation and Job Classification

- Design, implement and maintain administrative, professional, licensed, classified and extra duty compensation systems and salary schedules
- Monitor administrative, professional, licensed and classified compensation committees
- Oversee compensation systems including placement of positions in the classification system, salary placement and reclassifications and analyzing salary survey data and internal equity

#### 7. Benefits Administration

- Design, implement and manage district's self-funded medical and dental programs
- Oversee the administration of the district's vision, life, deferred compensation, flexible spending accounts, leaves of absence, short term and long term disability and retirement programs
- Ensure compliance with the HIPPA privacy regulations
- Ensure benefits programs are administered in compliance with district policy and governmental regulations

#### 8. Records and Risk Management

- Provide oversight for the management of the district's student, employee and administrative electronic and paper records.
- Direct and coordinate the district's risk management program applying and assuring compliance with federal and state laws, Board and Superintendent Policies, District Administrative Guidelines and other regulations relative to risk management, in order to promote a safe educational and work environment.

#### 9. Perform other duties as assigned.

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

- Master's degree in Human Resources, Business Administration, Education or related field; doctorate degree desirable.
- Over five years of experience in Human Resource Management with a preference for public sector experience required.
- Experience in PreK-12 public education environment strongly preferred.
- Equivalent combination of education and experience acceptable.

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

- SPHR (Senior Professional in Human Resources) or valid Colorado Administrative License required.
- Criminal background check required for hire.
- Valid Colorado driver's license.



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

- Excellent interpersonal relations and oral and written communication skills.
- Ability to show respect and sensitivity to individual needs/concerns.
- Strong decision making, analytical and organizational skills.
- Advanced skill in dealing with individuals with diverse needs at various levels.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Operating knowledge of and experience with personal computers, word processing and database software.
- 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, Superintendent policies 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 Word, Excel, PowerPoint and/or other department software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

#### **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Reports to:</b>	Superintendent	
<b>Direct reports:</b>	Director of Human Resources	3
	Director of Records and Risk Management	1
	Employee Assistance Services Manager	1
	Benefits Manager	1
	Wellness Manager	1
	Classified Staff	15+



**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			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate -daily	X
Loud – lunch and hallway supervision	X
Very Loud – co-curricular supervision	X