

## **Senior Executive Director of Employee Relations and Benefits**

### **General Definition of Work**

The Senior Executive Director of Employee Relations and Benefits, under minimal supervision, performs senior level work with extensive decision making discretion overseeing Employee Relations and Benefits. The work involves making independent decisions and administering employee relations functions districtwide to include providing competent, relevant, and timely guidance regarding employee policies and disciplinary matters and responding to charges of unlawful discrimination and other matters on behalf of the district. Employee performs advanced and supervisory work to carry out Board of Education policies and procedures related to a wide variety of programs and activities under the direction of the Chief Human Resources Officer.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential function 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.

### **Salary/Status**

State Salary Schedule/Full-time, 12 months

### **Reports To**

Chief Human Resources Officer

### **Place of Work**

The normal place of work is on the premises used by Durham Public Schools. Durham Public Schools reserves the right to require you to work at such other place(s) as it may reasonably require from time to time.

### **Essential Functions**

- Adhere to all state, federal, and local laws, policies, and procedures
- Ensure that all Human Resources systems are fair, equitable, and adhere to state, federal, and local laws, and school board policies
- Lead, manage, supervise, and evaluate assigned staff/programs
- Investigate, analyze, and formulate methods for handling special projects/reports
- Manage and monitor departmental budget
- Counsel principals and other administrators, both in an advisory capacity and by providing pragmatic assistance on a variety of employee issues
- Review, approve, and administer corrective action for employees by local, state, and federal laws along with board policy/regulations
- Oversee and research complex issues related to personnel matters, including EEO and employment law issues
- Oversee and provide guidance on the employment dismissal process, termination appeals hearings, grievance investigations, and EEOC compliance

## **Senior Executive Director of Employee Relations and Benefits**

- Collaborate and review relevant documentation for cases involving misconduct and poor performance for employees
- Oversee benefit programs, including health insurance and flexed benefits
- Interpret laws and provide training to supervisors on personnel policies, and regulations, including but not limited to DPS Board Policy, NC Public School Law, FLSA, Title IX, and Title VII of the Civil Rights Act, EEOC, ADA, and age discrimination, equal pay, sexual harassment, and progressive discipline
- Oversee leave of absence programs to include FMLA, STD, LTD, USSERR, etc.
- Facilitate staff meetings and attend other related meetings as needed/required
- Oversee and manage processes to ensure accurate management of personnel records and reporting through multiple platforms
- Complete local, state, or federal surveys and reports accurately and promptly
- Participate in professional development workshops and leadership training
- Create an inclusive environment with positive communication/public relations
- Perform related work as assigned or required

### **Knowledge, Skills, Abilities**

- Comprehensive in-depth knowledge and understanding of the principles, practices, and procedures of public school system policies and human resources programs
- Comprehensive knowledge of federal, state, and local regulatory requirements applicable to school system human resources programs
- Thorough knowledge of county and school board policies, procedures, and standards regarding funding, position control, and allotments
- Ability to maintain professional and emotional control under stress
- Ability to reflect appropriate response to situations, while maintaining a professional and personal demeanor
- Ability to learn and use specialized tools, equipment or software related to business needs
- Ability to develop and monitor a budget
- Ability to direct and evaluate the work of others
- Ability to implement local, state, and federal rules, guidelines, and procedures into daily business operations
- Ability to communicate effectively
- Ability to reason, make judgments, and maintain effective working relationships
- Ability to employ positive communication skills in all settings/mediums
- Ability to problem-solve utilizing sound judgment
- Ability to maintain confidentiality regarding school system business
- Ability to develop related charts, graphs, reports, and records pertaining to school planning and strategy
- Ability to take initiative, work independently, and exercise sound judgement
- Ability to conceptualize, initiate, monitor, and evaluate new and/or current programs
- Demonstrated ability to perform detailed work, planning, risk assessments, and associated risk mitigation actions



## Senior Executive Director of Employee Relations and Benefits

- Demonstrated ability to work effectively in a deadline-driven, rapidly changing team environment

### Education and Experience

- Bachelor's degree required
- Master's degree in human resources, Juris Doctorate, or related area preferred
- NC Certification (Principal or Superintendent) preferred
- Minimum of five (5) years' experience as building or district administrator preferred
- Equivalent combination of experience and education

### Special Requirements

- Possess and maintain a NC Driver's License or ability to provide own transportation
- Travel to school district buildings and professional meetings

### Physical Requirements/Working Conditions

- Work requires the occasional exertion of up to ten pounds of force
- Work regularly requires exchange of accurate and detailed information through oral and written communication
- Constantly operates a computer and other office business equipment
- Ability to remain in stationary position for required meetings/work
- Ability to move to other work locations
- Visual acuity requires preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications
- Work requires preparing and analyzing written or computer data, operating standard office equipment, use of advanced technology
- Work occasionally requires exposure to outdoor weather conditions
- Work is generally in a moderately noisy location (e.g., business office, light traffic)
- Requires the ability to deal with people beyond giving and receiving instructions
- Must be adaptable to performing under mild to high levels of stress
- Must be on-call as a regular part of the job

### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job. Job description is sourced from employee interviews, internal documents, representative job descriptions in similar districts, and other state/federal agencies.

*Durham Public Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*