



Hermantown Community Schools
Job Description
Classification Title: Human Resources/Personnel Director

Points: Band and Graded E-8-3

Immediate Supervisor: Superintendent of Schools

Revised: 6/26/2023

CLASSIFICATION SUMMARY

The Human Resources/Personnel Director plans, directs and administers HR/Personnel functions for the district including but not limited to, developing and monitoring HR procedures, following HR related federal and state statutes, negotiating and interpreting employment contracts; recommending all HR actions, overseeing employee benefits, overseeing employee hiring and evaluations procedures, planning and implementing all programs related to HR. Supervision of departments as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

DUTY	FREQUENCY
Plan, direct and coordinate the recruitment of and hiring procedures for all new personnel. Reviews supervisor recommendations for employment of staff or personnel salary changes and recommends for School Board approval. Assists administrators and supervisors with staff placement decisions.	Varies 10%
Develops and monitors on-line application sites and submits reports to administrators. Issues employment letters and contracts for new employees, assists with new employee orientation, ensure unsuccessful candidates are notified by supervisor	Varies 5%
Monitors staffing FTE's for all employee groups. Maintains and records codes and allocation of funds for all special education teachers and paraprofessionals ensuring that supervisors keep track of assignments. Work with building principals/department supervisors on staffing needs and staff work hours	Weekly 5%
Supervise, evaluate, and conduct annual performance appraisals, make recommendations for appropriate employment action and monitoring of department staff as assigned.	Daily 8%
Supervise and direct the Food Service Department Director.	Daily 5%
Monitor personnel and overall district policy management. Plan and direct HR/Personnel functions for the School District. Develop and implement HR/Personnel related programs, policies and procedures.	Varies 10%
Support administrators/supervisors regarding policy and procedures (e.g. hiring,	Varies 5%

discipline, evaluation, termination, benefits).

Manages, stays current with federal and state mandates/regulations relating to HR/Personnel practices and procedures such as Family Medical Leave Act, Child Care Leave Act, Workers Compensation, Unemployment, Affordable Health Care Act, and others as needed or assigned.	Varies 5%
Serves as Chief Negotiator with collective bargaining groups or individuals as assigned. Formulate proposals, administers and interpret employment contracts, agreements and policies. Works with District Administration, Board members in planning for negotiating and administering the provisions of collective bargaining agreements.	Varies 10%
Advises district administrators and board members concerning the financial aspects of human resource and employee relations issues.	Varies 5%
Works with staff and administration on management of grievances Assists and administers the districts salary program, verify salary levels, step/lane changes for payroll, staff requests for lane change credits according to Master Contract and Policy, and assists with the implementation for compliance with pay equity system.	Varies 2% Varies 5%
Monitors/creates new positions and job descriptions and facilitates assignments of Pay Equity points.	Varies 2%
Coordinates the district procedures for evaluations of all staff, leaves of absence, staff suspension/termination/ non-renewal. Conducts and/or facilitates disciplinary procedures with staff. Conducts staff exit interviews. Monitors performance appraisal process for all staff and assists supervisors with placement, transfer and seniority information.	Varies 8%
Coordinates special projects as assigned, employee assistant programs, student enrollment options, home schooling, personnel-related legislated programs and affirmative action.	Varies 5%
Oversee the district's fringe benefits program, administers worker's compensation program. Serves as compliance officer for discrimination, bullying and sexual harassment issues including overseeing the administration in investigating and responding to complaints or providing advice to supervisors and consultation to person handling complaint. Reports complaints and investigation updates to Superintendent.	Varies 10%
Other duties as assigned	

QUALIFICATIONS

- Bachelor's Degree or K-12 Administration License
- Working Knowledge of HR related Federal/State Laws and K-12 Minnesota Statutes
- Knowledge of best practices regarding labor-management relations, conflict resolution, employee evaluations, progressive discipline, hiring/terminating, and benefits administration
- Field Experience in one or more of the above areas
- Administrative or supervisory experience preferred

REQUIRED SKILLS (position requirements at entry)

Knowledge of:

- Possess excellent communication skills necessary to effectively present information and respond to questions from staff, parents, students and community
- Ability to write clearly and concisely on reports and correspondence
- Adept in data collection and presentation skills
- Proficient with computer and related software applications
- Ability to make decisions in accordance with established practices and policies and State/Federal Laws
- Make decisions using data to support
- Possess outstanding people skills
- Conflict resolution skills and ability to lead, manage and work with others

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to walk, sit, stand, use hands, listen, talk and hear. There may be occasional lifting of up to 25 pounds and pushing/pulling /moving of up to 50 pounds.

WORK ENVIRONMENT

While performing the duties of this job, incumbents may be exposed to work activates that may require precautions and safety considerations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK YEAR

The work year of the Human Resources Director is defined as 260 days with 15 vacation days as approved by the Superintendent.