

Job Title: Director of Human Resource Services & Accounting

Exemption Status/Test: Exempt/Executive

Reports to: Chief Financial Officer

Department: Business Services

Salary Range: \$65,000 to \$80,000 depending on experience

Date Revised: June 3, 2016

Primary Purpose:

Direct and manage the district's human resources function. Perform professional accounting work involving compilation, consolidation, analysis and reporting of financial data.

Responsible for the planning and implementation of human resource processes to include: position control system, wage and salary administration, personnel file maintenance, leave administration, employee relations, and benefits. Recommend and implement legally sound and effective human resource management programs, policies, and practices. Coordinate hiring & termination with all district department leadership, including but not limited to: Curriculum & Instruction, Campuses, Central Administration Departments, Maintenance & Operations, Technology, Transportation, Student Nutrition, and Childcare.

Qualifications:

Education/Certification:

Bachelor's degree in accounting, human resources, business administration, education administration,

Special Knowledge/Skills:

Knowledge of personnel supervision

Knowledge of wage and salary, benefits, and personnel administration

Knowledge of general and education employment law and hearing procedures

Ability to implement policy and procedures

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to manage budget and personnel

Excellent public relations, organizational, communication and interpersonal skills

Ability to speak effectively before groups of employees, the school board, or other organizations

Knowledge of computerized accounting systems

Ability to analyze and interpret financial data, evaluate accounting problems, develop data, and recommend improved procedures

Experience preferred:

2 years of progressively responsible experience in human resources management or public school administration; 3 years supervisory experience; 3 years accounting experience at a high level of responsibility

Major Responsibilities and Duties:

Human Resource Department Management

1. Create and execute plan for human resources in alignment with district core values as adopted by the board and the district's strategic plan. Identify current and future needs of the district and align processes and procedures including on-boarding, training, evaluation, and retention strategies.
2. Determine the HR training needs throughout the school district and develop and plan training programs to meet the established needs. Implement both on-going and special interest training programs.
3. Direct the planning, development, coordination, and evaluation of operations of the human resources department including establishing department goals and objectives.
4. Assist supervisors and principals with employee counseling, improvement plans, and due-process procedures, where needed.
5. Select, train, supervise, and evaluate HR staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.
6. Ensure district compliance with federal and state laws and regulations.

Accounting

7. Classify, record, and summarize numerical and financial data to compile and maintain financial records according to governmental accounting principles and district procedures.
8. Compute and prepare data for journal entry and budget transfers.
9. Monitor and reconcile expenditures with budget availability.
10. Review and verify accuracy of journal entries, accounting methods, and procedures.

Employment

11. Work with principals and other administrators to forecast staffing needs and develop staffing plans. Develop and implement recruitment and retention strategies and a screening and selection process for all non-instructional employees.
12. Ensure that non-instructional employees have the appropriate credentials for assignments.
13. Provide a system for new employees to acquire appropriate information, support, and training necessary for success on the job.
14. Oversee/coordinate with Director of Staff Development, Selection & Recruitment all aspects of contract administration.

Compensation and Benefits

15. Direct the administration of the district's compensation program including job descriptions, salary surveys, and position reclassifications.
16. Develop, implement, administer, and monitor procedures for salary administration and placement of new hires.
17. Oversee the management of the district's leave, health insurance, optional employee benefits, workers' compensation, and unemployment compensation benefit programs including overseeing relationship with insurance vendors and third party administrators.

Employee Relations

18. Take a proactive role in identifying and responding to issues of interest to employees; work in collaboration with district leadership to ensure preemptive and effective employee communications.
19. Administer the employee grievance procedure adopted by the board. Direct the investigation, analysis, and decision making process regarding personnel problems and/or other related policy issues.
20. Interpret policies and procedures and ensure support of directors, officers, employees and other government agencies on employment, record keeping, retirement, grievance and other personnel matters and procedures.
21. Conduct annual research regarding employee satisfaction, morale, and communications. Monitor employee retention and turnover through analysis of data and exit interviews. Implement and oversee effective districtwide employee recognition programs.
22. Ensure that the employee handbook and personnel directory are distributed. Implement procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them.

Budget

23. Develop and administer the human resources budget based on documented needs and ensure that operations are cost effective and funds are management wisely

File Management

24. Maintain the district position control data system in an accurate and efficient manner.
25. Receive and process all personnel requisitions including reconciling vacancies with approved staff allocations, verifying accuracy of information, and adding new positions as directed. Identify and resolve inconsistencies.
26. Enter, update, and maintain accurate position data to include assignments, reassignments, salary changes, and separations.

27. Monitor staffing levels on an ongoing basis. Compile staffing data and prepare status reports as required.
28. Approve/coordinate posting of job vacancy announcements and advertisements.

Records

29. Oversee personnel records management and ensure compliance with the state records management program. May serve as designated records management officer.
30. Compile, maintain, and file all reports, records, and other documents as required.

Other

31. Prepare and deliver written and oral presentations on HR and management issues to the board, principals, teachers, parents, and community groups. Attend regular meetings of the board.
32. Stay abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjust plans, policies and procedures accordingly.
33. Ensure compliance with local, state and federal laws regarding human resources management and development. Stay abreast of state and federal public policy changes that could impact the district.

Supervisory Responsibilities:

Supervise, evaluate, and recommend hiring and firing of human resource department employees.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and limited out-of-state travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____