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Job Title: Human Resources Director

Reports To	Superintendent	Job Code Number	300122
Office Location	Education Division Office	Exempt/Non-Exempt	Non-Exempt
Work Location	All sites	Pay Grade	E76
Contract Length	12 months	Last Updated	2018-02-20

Definition

Under general supervision of the Superintendent, the Education Human Resources Director is responsible for maximizing human capital value for the SRPMIC Education Division by advocating leading programs, utilizing best practices and implementing objectives that will provide an employee-oriented high performance culture that emphasizes empowerment, quality, productivity, standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

Primary Job Functions

Primary functions may include the following tasks, knowledge’s, abilities, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be a comprehensive listing of tasks performed by all positions within this classification

Job Duties

- Provides leadership in an ongoing manner for all HR planning, operations, policies and procedures and support services for the SRPMIC-Education Division.
- Serves clients and employees, including teachers and school administrators, by handling day to day questions and helping resolve work-related problems.
- Administers a wide variety of human resources programs in such areas, but not limited to recruitment, hiring, classification, compensation, employment, position control, employee recognition, performance evaluations, onboarding, succession planning and other appropriate areas.
- Reviews all recruitment requests and initiates the recruitment process for vacant positions. Evaluates internal equity and approves all job offers.
- Responsible for updating job requirements and job descriptions for all positions, as needed.
- Oversees the development and implementation of the recruitment plan for all Education Division employees.
- Directs certification processes for the purpose of ensuring staff are properly certified per state and federal regulation.
- Ensures the recruitment, background investigations and selection practices and procedures are in accordance with organizational values and goals, established policies and applicable laws.



- Develops, establishes and maintains systems for securing qualified employees through recruitment, selection, orientation, human resources related training matters and assists departments in the Division with training needs.
- Assists with achieving financial objectives by forecasting HR requirements; preparing a budget; managing expenditures. Assists with maximizing legal compliance through monitoring and implementation of applicable human resource practices that meet Community, federal, and state, BIE (Bureau of Indian Education), CCDF (Child Care and Development Fund/HS (Head Start) and ADE (Arizona Department of Education) requirements; supporting the Employee Relations Office with investigations; maintaining records and assists with representing the Division at hearings.
- Maintains a working relationship with all Division departments and sites interfacing and working with SRPMIC Tribal HR to support all SRPMIC Education Division employees.
- Monitors all employee performance management processes and staff on plan for improvement for the purpose of ensuring highly qualified staff are retained in compliance with regulation and policy.
- Maintains all Division historical human resources records by establishing and controlling records management, storage and retrieval of information.
- Enhances organization effectiveness by preparing, updating, and recommending human resources policies, procedures and administrative guidelines as needed; identifying and analyzing current circumstance; preparing, updating, recommending and implementing the Division's development interventions.
- Knowledgeable of current educational HR laws, regulations and requirements. Can operate in a fast pace ever changing environment and support all the Community federal, state, BIE, CCDF/HS and ADE requirements.
- Assists in maintaining employee relations efforts by identifying and responding to concerns and assisting with the development of morale-building programs.
- Complete human resources operational requirements by working with Education Administrative staff to schedule, assign and work with employees following up on performance and work related outcomes.
- Maintains a results oriented operational unit that is focused on the outcomes of; recruiting, selecting, orienting, training, coaching, counseling, and assisting with the disciplining of employees. The operational unit will also plan, monitor, and provide assistance on evaluation and performance growth opportunities.
- Manages the HR cost center within the allocated general fund budget and develops proactive financial operational principles.
- Prepares a wide variety of written materials (e.g. reports, memos, letters, policies, calendars, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Implements programs, policies, procedures and controls regarding employment and analyzes turnover and related statistics. Provides HR related presentations to the Education Board and staff as required. Attends Education Board meetings and serves to actively improve communication, cooperation and planning in the Division.
- Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality customer service to the Community.



Required Knowledge, Skills and Abilities:

As a key element of this position, the individual must possess leadership and management skills which are documented and demonstrated and must be able to display the ability to know when to utilize the necessary skills. The individual must also possess the ability to team build, team participate and facilitate. The individual must have a demonstrated ability to work with diversity and with a wide range of external agencies as a contributing team player.

Leadership:

- Proactive Leader- works effectively without close supervision.
- Strong communication abilities, able to collaborate and be a team player. Values Community engagement, brings a spirit of enthusiasm and energy to the Division.
- Demonstrates the core value of Respect for all individuals.
- Strong values which include; Integrity, Excellence, and a Focus on Learning.
- Presents a positive image of the Division and self.
- Motivates, inspires, and moves other adults to action to achieve ambitious goals
- Skilled at re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contribution to team effort
- Builds and maintains positive relationships with individuals and groups.
- Moves groups to consensus and resolves conflicts. Exhibits willingness to have difficult conversations.
- Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to division staff, students, families, the Community, and/or advocacy groups
- Establishes clear expectations, deliverables and deadlines.
- Sets clear agendas and facilitates effective meetings.
- Ability to train, supervise and evaluate staff from different cultural backgrounds and skill sets.

Planning:

- Understands how various systems / departments interact to achieve the long term goal
- Makes decisions using data and technology
- Takes initiative to solve problems and create stakeholder buy-in
- Identifies and prioritizes mission critical issues with alignment of people, time and resources
- Offers innovative solutions to seemingly intractable problems.
- Exhibits strong focus on goals and results. Sets clear metrics for success.
- Assist with targeted outreach efforts for recruitment in accordance with SRPMIC hiring preference policy.
- Assist the Education Division's departments in implementing the Division's strategic plan.
- Student focused, understands teaching and learning, supports the use of technology in the delivery of educational programs. Is aware of the laws and mandates that teachers and students have in meeting Community, state and federal, BIE, CCRD/HS and ADE requirements.
- Excellent interpersonal skills in the areas of creating a problem solving environment, conflict resolution and decision-making processes.



- Ability to forecast and project needs based various data sources.
- Utilize good organizational skills for planning and developing.
- Ability to create, monitor and adjust department goals aligned to Education Division goals and priorities.
- Demonstrates excellent execution and project management skills, including attention to detail, organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.

Management:

- Demonstrates knowledge and good judgment in matters of education policies and procedures.
- Follows through to completion on assignments and tasks.
- Utilizes sound, best practices for management skills.
- Human Resources management skills and HR/Division fiscal management skills.
- Knowledgeable in personnel classification, compensation, and the necessary organizational implementation of the skills.
- Able to work evenings and weekends, as needed.

General Duties

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Knowledge, Abilities, Skills, and Other Characteristics

A willingness to learn and understand:

- History, culture, traditions, and customs of the Salt River Pima-Maricopa Indian Community or a willingness to learn.

Knowledge of:

- Personnel classification & compensation, employment contracts and necessary organizational implementation.
- Salary survey techniques and appropriate sources.
- FERPA and family privacy rights laws.
- Federal, state, city and Community governmental and non-governmental agencies.
- Microsoft Office Suite applications and PeopleSoft HRMS.

Skilled in:

- Maintaining confidentiality and using discretion in dealing with sensitive information.
- Time management
- Establishing and maintaining effective working relationships with management staff, employees, SRPMIC Community members, regulatory agencies, co-workers, as well as outside resources.
- Writing reports and maintaining accurate records which may be used in routine human resources operations.
- HRMS Management; PeopleSoft experience – Power user preferred.
- Data compilation and analysis
- Organizational skills



- Presentation and facilitation
- Complex problem-solving

Ability to:

- Supervise staff, evaluate performance and develop goals.
- Analyze data, draw logical conclusions, and make sound decisions.
- Recognize areas of concern relating to human resources issues and propose or recommend appropriate solutions to problems.
- Maintain accurate records and prepare appropriate reports.
- Create and maintain a climate of respect.
- Ability to facilitate change and effectively embrace change management.
- Effectively utilize a computer and related software, including, but not limited to Microsoft Office Suite to fulfill job requirements.

Minimum Qualifications:

Education and Certification: Bachelor's and Master's degrees required with at least one of the degrees in Education or Human Resources.

Specific Job-Related Experience: Five (5) years of human resources management and/or related experience. Demonstrated knowledge and application of effective human resources principles and trends. Examples include experience in classification, compensation, staffing and employment, training and development, recruitment and retention, and policies and procedures development plus HR Information Systems.

Equivalency – Any equivalent combination of education and experience that would allow the candidate to satisfactorily perform the duties of this position, may be considered. School site experience preferred.

Driving Requirement: This job description does not require the incumbent to drive; however, any employee who chooses or is asked to drive an SRPMIC vehicle for work related community business must receive written annual authorization to do so. For clarification, work related community business includes driving to and from SRPMIC government sites and buildings.

Terms of Employment: This position is treated as a full-time exempt position scheduled for 40 hours per week.

Must be able to pass a Pre-Employment Drug Test and extensive Fingerprint and Background Check. Employee is Subject to Random Drug Testing and completion of a Background Check every five (5) years.

Employment preference is given in the following order:

1) Qualified Community Member 2) Qualified Native American, and 3) Other Qualified Applicant.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.