Assistant Director-Human Resource Services

Purpose

The job of Assistant Director-Human Resource Services is done for the purpose/s of managing department operations; directing communication and implementation of staffing budget (including recruitment, hiring, onboarding), compensation and benefits, and temporary services; monitoring compliance with financial, administrative and legal requirements; and supervising department personnel. This job reports to Director-Human Resource Services.

Essential Functions

- Analyzes information and data from a variety of sources (e.g. insurance carrier officers and Board, local and international recruitment services, pre-service institution partners, legal and programmatic consultants; technology systems; attorneys; government agencies, etc.) for the purpose of ensuring that the Human Resource department's options and systems are developed and implemented in compliance with legal requirements and district goals and objectives.

- Assists Directors and other Administrators (e.g. preparing and presenting professional development opportunities for a variety of staff members, etc.) for the purpose of growing the organization and maintaining compliance.

- Collaborates with a variety of internal and external stakeholders (e.g. district staff, managers/administrators; leadership team; district committees; community organizations; insurance carrier officers and Board, local and international recruitment services, pre-service institution partners, legal and programmatic consultants; attorneys, government agencies, etc.) for the purpose of conveying and/or receiving information; problem-solving and generating recommendations; and developing and nurturing positive working relationships.

- Coordinates internal and external Human Resource Service programs and/or activities (e.g. contracts; procedures/processes; department staff professional development activities, workshops, trainings, etc.) for the purpose of ensuring the administration and implementation of contract provisions, laws, regulations, rules and related matters that meet district goals and objectives.

- Develops and designs a variety of programs/activities (e.g. systems/procedures; communications and presentations; special projects; program staffing budgets; temporary services; technology systems; data-building; professional development activities and/or trainings, etc.) for the purpose of ensuring services are delivered in alignment with department and district goals and objectives and within budget.

- Facilitates a variety of meetings and/or activities related to Human Resource Services (e.g. district personnel, benefactors; department meetings and team-building activities; school-site meetings; trainings; updates on HR/employee services processes, and program and legal requirements, etc.) for the purpose of presenting necessary information for making decisions/recommendations; increasing the efficiency and effectiveness of employee services-related communication in the district; and enhancing excellent customer service.

- Maintains a wide variety of information (e.g. files, records, temporary services usage, professional development offerings, grants, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.

- Manages department operations (e.g. budget; other financial documents/reconciliations; staffing; Human Resource Services department; required state and federal reports; compensation documents/materials; benefit eligibility; data compilation/generation; communications; procedures/processes; and projects/programs, etc.) for the purpose of maximizing the efficiency of the work unit; meeting legal/financial requirements and district goals and objectives; and ensuring the delivery of excellent customer service.
• Oversees department programs and procedures (e.g. technology systems [Business Plus, etc.]); district compensation programs, employee services, temporary services, and HR generalists, including district enrollments; professional development and trainings, etc.) for the purpose of implementing and delivering services in compliance with legal requirements and district goals and objectives.

• Participates in a variety of meetings (e.g. Human Resource leadership meeting, trainings, in-service activities, workshops, conferences, classes, mediations, etc.) for the purpose of increasing professional knowledge and conveying and/or gathering information required to perform functions.

• Prepares a wide variety of written materials (e.g. procedures, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, conveying information, and complying with financial, legal, and/or administrative requirements.

• Presents information on a variety of Human Resource Services topics for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.

• Recommends policies and/or actions (e.g. issues related to Human Resource Services, etc.) for the purpose of providing direction and/or decision making.

• Researches a variety of Human Resource Services topics (e.g. current technologies; trainings; trends and methods; communication strategies; laws and regulations, etc.) for the purpose of improving department processes/procedures; matching/forecasting trends with district needs; and making recommendations to Associate Superintendent of Human Resource and District Services.

• Responds to inquiries from a wide variety of internal and external stakeholders (e.g. district-wide administration and personnel; government agencies; community organizations; benefactors/retirees; benefits providers, etc.) for the purpose of providing information; interpreting Human Resource Services policies and procedures; facilitating communication among parties; and/or providing direction.

• Supervises assigned personnel (e.g. hiring, evaluating, terminating, planning, scheduling/coordinating activities, training, advising, mediating, etc.) for the purpose of maximizing the efficiency of the work force; meeting legal requirements and department and district objectives; and ensuring the provision of excellent customer service.

**Other Functions**

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

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; planning and managing projects; making presentations; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operational characteristics, services, and activities of programs (e.g. insurance carrier officers and Board, local and international recruitment services, pre-service institution partners, legal and programmatic consultants; technology systems; attorneys; government agencies, etc.); human resource administration; pertinent codes, policies, regulations and/or laws; principles of supervision, training and performance evaluation; and modern office practices and procedures.

**ABILITY** is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based
competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; motivating and developing staff and team building; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with detailed information/data; and interpreting and applying the policies, procedures, laws and regulations pertaining to assigned programs and functions; and working with frequent interruptions.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelor's degree in job-related area.

Equivalency:

Required Testing: None specified

Certificates and Licenses: None specified

Continuing Educ. / Training: None specified

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade
Exempt 12/12/2018 82X

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (Please Print): ________________________________________________________________

Employee Signature: ___________________________ Date: ________________