



## EXECUTIVE DIRECTOR, HUMAN RESOURCES/EMPLOYEE RELATIONS

Job Description  
September 2007

### Position Summary

Provide overall leadership for the human resources function and overall supervision for all units within the Human Resource Department: Compensation, Information and Benefits, Staffing Services and Negotiations/Employee Relations.

### Reporting Relationship

Report to the Chief Business Officer.

### Responsibilities

The fundamental duties include, but are not limited to, the following fundamental duties:

Provide leadership, direction and guidance in the development and implementation of human resource service delivery in a large, complex department.

Direct the employee relations and negotiations functions for the Board of Education.

Work with district staff, colleges and universities, community organizations and others in the recruitment of a well-qualified diverse staff for all district positions.

Develop and manage the human resource budget.

Monitor staff assignments to appropriate budgets.

Coordinate the preparation and dissemination of reports and information to external agencies, district administrators and staff as needed.

Advise and consult with district administrators on human resource matters.

Prepare personnel reports for the Board of Education.

Implement and make recommended changes to Board of Education policies and procedures.

Monitor compliance with laws, rules, regulations and policies.

Work in collaboration with district administrators to continually implement changes designed to improve the quality of human resource services.

Provide overall supervision of human resource department employees.

Provide leadership in implementation of computer-based human resource functions.

Assist in the development of and articulate the vision of human resources to school district employees, the broader community, agencies and media.

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### **Responsibilities (continued)**

Perform other related duties as assigned by the Superintendent.

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

Thorough knowledge of the human resource function in a large, complex organization.

Considerable knowledge of employee and labor relations and negotiations theories, principles and techniques.

Considerable demonstrated leadership skills.

Considerable communication and interpersonal skills.

Considerable ability to plan and implement creative strategies for delivering human resource services.

Considerable ability to interpret and apply relevant laws, regulations, contracts and policies applicable to human resource management.

Considerable ability to handle multiple projects while maintaining attention to details.

### **Leadership Competencies**

Character that demonstrates a strong sense of ethics and values that serves as a role model to others.

Creating and leading the organizational vision.

Managing staff including directing others, delegation and building effective teams.

Resourcefulness, taking the resources of the organization into consideration and getting things done for less.

Working constructively with others.

Managing constituencies effectively.

Getting results.

### **Minimum Qualifications**

Master's degree in human resources, industrial relations, labor relations, law or a closely-related field and five years of experience in applicable areas of human resources and labor relations.