



## **JOB DESCRIPTION**

<b>Job Title</b>	Human Resources Manager
<b>Department</b>	Human Resources
<b>Reports To</b>	Executive Director of Human Resources
<b>Classification</b>	Non-Affiliated
<b>Location</b>	Administration Building
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## **Job Summary**

Under the direction of the Executive Director of Human Resources, oversees the daily operations of the human resources department, manages the workers' compensation program, and coordinates the HR policies/programs ensuring the organization is in full compliance with applicable laws and regulations. The position works under the supervision of the Executive Director of Human Resources in developing, implementing, and evaluating ongoing policies, programs, functions, and activities.

## **Essential Job Functions**

- Oversees daily operations of the District's human resources department and staff including the HR Generalists and the HR Secretary.
- Manages and monitors the workers' compensation program; communicates with worker compensation insurance carrier, medical providers, injured employees, and staff; trains management on proper protocols for incidents.
- Oversees the District Wellness Program and supervises the District Wellness Coordinator.
- Manages and monitors the District's accident record keeping system including the OSHA illness and injury reporting log.
- Provides assistance to Principals/Administrators/Managers in the recruitment, hiring, retention, and promotion of diverse staff and personnel including high needs areas.
- Monitors compliance of procedures for screening, interviewing, and hiring of all staff.
- Oversees and coordinates preparation of job descriptions and employee annual evaluations.
- Coordinates student teacher placement program.
- Coordinates with third party substitute staffing agency, school buildings, and others to aid in ensuring adequate substitute staff.
- Oversees and reports on substitute data.
- Conducts investigations
- Manages and oversees Employee Achievement Program (EAP).
- Participates in and leads a variety of committees as directed.
- Oversees HR related software integrations and data.
- Pulls data and generates a variety of reports.
- Demonstrates personal and professional growth.

- Covers for the Executive Director of Human Resources in their absence.

#### **Ancillary Job Functions**

- Participates in developing department goals, objectives, and processes.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor's degree in Human Resources or a related field.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Minimum of three years in a human resources position.
- Demonstrated knowledge of legal and best HR practices.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to communicate verbally and in writing so others will understand.
- Ability to effectively present information and respond to questions from employees, various outside organizations, and the general public.
- Strong Microsoft Office (Excel, Word, PowerPoint, and Outlook) knowledge.
- Ability to provide services with a high degree of confidentiality.
- Ability to interact with staff, co-workers, and other public in a friendly, service-oriented manner.
- Ability to prepare and maintain clear, detailed, and complete reports.
- Ability to exercise judgment and discretion in the application and interpretation of policies, laws, and regulations.
- Strong problem solving and analytical skills.
- Knowledge of human resources principles, procedures, and law.
- Knowledge of workers' compensation best practice and regulations.
- Strong leadership and interpersonal skills.
- Ability to work a flexible and varied schedule including evenings and weekends as needed.
- Ability to work independently without direct supervision.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.