

DIRECTOR OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, organizing and directing all personnel functions including recruitment, compensation and benefit services, personnel files, report preparation and certification, employee and labor relations and training of employees. The work is performed under the supervision of the District Superintendent. Supervision may be exercised over the work of clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Participates in the development of agency objectives, personnel philosophy and strategic planning in relation to personnel programs and trends in human resource management; Develops goals and objectives for the Human Resources Department and initiates specific programs in the various areas of the Department; Evaluates changing demographic, legal and technical developments in the field and develops new programs responsive to such needs; Reviews department performance in relation to established goals, implementing changes to effect continual improvement in the services provided and assures compliance with regulatory and legal requirements; Ensures appropriate selection, training and supervision of staff; Reviews personnel actions such as merit increases, promotions, and disciplinary actions; Assists in developing policies on compensation, competitive benefits, performance evaluations, employee relations and training initiatives; Acts as a liaison with New York State Education Department and Civil Service; Acts as arbiter in policy problems, wages and salary issues and employee relations disputes; Provides oversight of programs such as Employee Assistance, Public Information and Substitute Teacher Registry Programs; Provides employee consultations for issues pertaining to teacher certification, professional development hours reporting, mentoring, Civil Service status, employee benefits, and leave time considerations, etc.; Educates and informs managers and supervisors of other departments of personnel policy and procedure; Prepares personnel related recommendations for the Board of Education i.e. reviews all employment and tenure recommendations, prepares superintendent's recommendations to the Board, reviews Clerk of the Board correspondence as it relates to personnel actions; Coordinates with legal counsel on legal problems, lawsuits, and compliance issues; Develops and administers department budget for staffing, capital expenses and ensures that department operates within allocated funds; Maintains department statistics for administrative and regulatory purposes; Attends and participates on committees and meetings as required; Performs other related function as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles of public personnel administration; Good knowledge of employee interviewing and interviewing techniques; Good knowledge of New York State Civil Service Law and New York State Education Law as it pertains to personnel; Working knowledge of the Federal and State laws governing and applicable to public employment including but not limited to the Taylor Law, Labor Law, ADA, Human Rights Law, FMLA; Ability to deal with employees and the public in all levels and categories; Ability to read and comprehend complex written material; Ability to write effectively and to speak competently; Ability to understand human behavior and work cooperatively with other people; Ability to make decisions; Mature judgement; Initiative; Resourcefulness; Accuracy; Highly organized with the ability to prioritize work; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Masters degree in Human Resources or Labor Relations, Business Administration, Psychology, Counseling, or related field, and one year of progressively responsible human resource management experience, preferably in the public sector OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in Human Resources or Labor Relations, Business Administration, Psychology, Counseling, or related field, and three years of progressively responsible human resource management experience, preferably in the public sector OR
- C. An equivalent combination of training and experience as indicated in (A) or (B).

Adopted

11/7/13