

Litchfield School District - SAU 27

POSITION TITLE: DIRECTOR OF HUMAN RESOURCES	
Job Description Approved By: <i>Litchfield School Board</i>	Date: <i>6/6/18</i>
General Purpose:	To plan and administer policies, practices and procedures relating to all areas of personnel activity within the Litchfield School District.
Reports to:	Superintendent
Supervises:	Payroll Coordinator

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

STAFFING

- Coordinate the process of recruitment of personnel for vacancies within the district. Specific oversight of: criminal background checks, screening resumes, interviews, telephone reference checks, selection and nomination of personnel.
- Maintain the current daily substitute list and oversee the annual renewal of substitutes.

COMMUNICATION

- Provide current and prospective employees with information about policies, job duties, working conditions, wages, promotional opportunities and employee benefits. Plan and conduct new employee orientation.
- Serve as a link between management and employees by handling questions, interpreting and administering policies and contracts and helping to resolve work-related problems.
- Oversee the development of job descriptions and maintain current job descriptions for all employee classifications.
- Manage the HR section of the district website.

LEGAL COMPLIANCE

- Administer compensation, benefits, performance management systems and other conditions of employment.
- Ensure district-wide adherence to employment guidelines (including all applicable laws, policies, procedures, practices and contractual agreements) governing hiring, filling of vacancies, transfers and discharges.
- Assist with collective bargaining agreement negotiations, and with interpretation of language and implementation of agreements.
- Maintain central personnel files in compliance with applicable federal and state regulations, including meeting confidentiality laws such as Right to Know. Develop and maintain a computerized system to maintain personnel data records in all matters pertaining to employment, transfer, tenure, retirement, leaves and promotion.
- Keep current knowledge of governmental statutes, regulations, and rules relating to personnel administration and advises the Superintendent on provisions of law while recommending updates to meet requirements.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Advise managers on organizational policy matters such as equal employment opportunity, sexual harassment and Title IX and ensure compliance with legal requirements. Serve as the District Title IX Coordinator.
- Process all workers compensation claims, manages documentation and return to work.
- Process all leaves of absence, manage documentation and coordinate related staffing needs and return.

FINANCIAL

- Generate the annual salaries and benefits operating budget, assist in the preparation of the default budget in relation to salaries and benefits, and provide support to the Business Administrator in related matters.
- Provide statistical data, reports and information concerning personnel, salary and benefit costs for budgetary purposes, federal funding and reimbursement purposes as well as state reporting requirements.
- Generate and monitor forecasts of salary and benefit expenditures.
- Conduct and participate in wage and benefit surveys.
- Manage all employee benefit programs, flexible spending and discount programs. Recommend employee benefit programs and perform the primary role in managing the account relationships with benefit brokers and vendors.
- Process and generate benefit invoices for medical, dental, life, accidental death and dismemberment, optional life, long-term and short-term disability, and long-term care insurance and any other insurance programs provided by the District.
- Assume responsibility for payroll operations
- Develop and recommend changes in policy and procedures as it relates to payroll.

This position performs other tasks and assumes other responsibilities as assigned by the Superintendent.

This position falls under the general supervision of the Superintendent of Schools or designee, but is expected to exercise initiative, hands-on leadership and independent judgment in the performance of assigned tasks.

Evaluation: Evaluation will be based on ability and effectiveness in carrying out the responsibility as defined. Performance will be reviewed annually by Superintendent in accordance with School Board policy.

TERMS OF EMPLOYMENT: Full-time administrative position, year-round, exempt

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelors degree in Business Administration or related field
- 5 years experience in personnel/human resources administration, at least two of which are management level.

Necessary Knowledge, Skills and Abilities:

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation.
- Knowledge of communication and dissemination techniques and methods, including alternative ways to inform via written, oral, and visual media.
- Knowledge of administrative and clerical procedures and systems such as word processing and managing files and records.
- Ability to use both inductive and deductive reasoning to draw conclusions and solve problems.
- Ability to clearly convey information both verbally and in writing.
- Ability to gather, analyze, and report appropriate data to support informed decision-making.
- Ability to develop constructive and cooperative working relationships with others, and maintain them over time.
- Ability and interest in pursuing additional knowledge and keeping up-to-date technically in order to provide

timely leadership on issues.

- Ability to organize, plan and prioritize work through developing specific goals and plans to accomplish tasks.
- Ability to identify the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- Ability to identify the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Ability to plan, organize, and facilitate group meetings.

LICENSURE AND CERTIFICATION REQUIREMENTS:

none

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Rarely required
3. Lift 25 to 50 lbs:	Not required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Occasionally required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, postage meter, calculator and file cabinet

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Not required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Occasionally required

5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Not required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>												
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8					
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8					
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8					

Work Performed: Inside: 100% Outside: 0%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, committees and the community.

Summary of Occupational Exposures: N/A

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed. Employee will be required to drive personal vehicle within district as well as outside of the district to attend meetings (reimbursement for district use mileage is available).

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district’s liability insurance carrier.