

Chittenden Central Supervisory Union

Job Description

JOB TITLE: Executive Director of Human Resources

FLSA STATUS: Exempt

UPDATED: 5/23/02

POSITION OBJECTIVES: To design, administer, implement, oversee, support and evaluate the Human Resource functions of the CCSU for the purpose of recruiting and retaining highly qualified individuals that will carry out the educational goals of the districts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

ADMINISTRATION

- Oversees, implements and modifies defined aspects of the Five-year Human Resource Plan.
- Develops, defines, modifies, updates and implements personnel policies, procedures, and operational practices balancing organizational interests and employee needs.
- Initiates, manages and communicates changes in personnel practices that help create efficiencies, ensure compliance, improve communication, and increase relevancy/improve service to the schools.
- Develops and maintains a system for personnel records for all school employees, in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, and so on.
- Assumes administrative responsibility for routine duties of the personnel services office.
- Develops and updates appropriate forms for use in Human Resource administration.
- Supports the superintendent in his overall administrative efforts; interprets his ideas and decisions to staff and public; keeps him informed of pertinent division developments and events; and seeks his counsel or decision as necessary.
- Oversees, supervises and/or directs the work of staff members who perform duties related to the personnel office.
- Hires, supervises and evaluates all staff of the personnel office.
- Attends meetings of the superintendent's staff, faculty, department heads and principals as necessary to actively improve communication, cooperation, and planning.
- Attends and participates in meetings of the Board and its committees as requested.
- Reports periodically to the superintendent the problems, conditions, and needs of the personnel services office.
- Responds to questionnaires, surveys, and correspondence from research or professional organizations requesting information on the district's personnel program, and to requests of district personnel on matters not clearly covered by regulation, policy, or legislation.
- Engages in actively advocating, promoting, and securing the rights of all persons, with particular reference to the educational enterprise of which she is a part.

BUDGET

- Develops the personnel and benefits budget for the Essex Junction, Union #46 and Westford School Districts, and for the CCSU for use by the Director of Budget and Finance in keeping with the budget guidance provided by the Boards. Reviews staffing needs in cooperation with the school principal and superintendent and makes appropriate recommendations during the budget process.
- Implements, analyzes and monitors personnel and benefits expenditures in keeping with the approved budget.
- Oversees, monitors and authorizes transfers from and to the salary and benefits line items.
- Communicates budget status with fund managers for use in personnel decision making.

- Calculates and identifies cost of services, and salary and benefit proposals; analyzes the impact of said services and proposals; and makes recommendations regarding the implementation, elimination, or alterations of services and proposals.
- Authorizes payroll changes, and oversees functions of the payroll office to ensure compliance with labor laws and negotiated agreements.

REGULATORY COMPLIANCE

- Stays abreast of best practices in the field.
- Assures compliance with various federal and state labor laws, regulations and postings.
- Assures compliance with Board of Education policies and regulations.
- Administers provisions of the Education Code, master agreements and district policies/procedures as they apply to personnel.
- Plans, develops, and revises personnel management policies in accordance with federal and state laws and regulations for submission to the Board for adoption. Keep employees abreast of policy changes.
- Responsible for the development, administration, and communication of appropriate training tools design to assure consistency in administrative practices related to personnel that are legally compliant.
- Responsible for coordinating and overseeing appropriate training/communication in Bloodborne Pathogens, sexual harassment, and FMLA; maintains appropriate records related to training and bloodborne exposures.
- Organizes, reviews, administers and assures compliance with the state criminal history background check mandates. Make recommendations to the Superintendent in regards to continued employment/suitability of employment if a criminal history is discovered.

COMMUNICATION

- Develops, implements, and administers a system for communicating compensation, benefit and contract changes to employees.
- Responsible for communicating personnel policies, procedures and operating practices to employees to assure consistency in administration and compliance.
- Responsible for the development and dissemination of job postings, advertisements, and job offers that are legally sound. Provides applicants and potential applicants with information necessary to make informed employment decisions.
- Develops, oversees, monitors and implements an employee orientation system.
- Designs job descriptions to effectively communicate job expectations and qualifications to applicants and employees.
- Keeps employees and applicants informed of their rights under ERISA, and state and federal employment laws.
- Counsels with employees to resolve complaints, difficulties, and other matters related to personnel management when requested to do so by the employee directly concerned.
- Works with and provides guidance to principals, directors and other supervisors on difficult or sensitive personnel matters.
- Maintains a respectful and effective working relationship with the Association leadership.
- Provides employees with the opportunity to provide feedback and/or suggestions related to their primary function.
- Develops and manages a system to inform employees of professional growth opportunities within the CCSU.

EMPLOYMENT

- Confers with principals to determine recruiting needs. Balances school needs with school resources as approved by the voters.
- Oversees the collection, tracking and dissemination of applicant materials.
- Cooperates with college and university schools of education and with career guidance offices regarding applicants.

- Actively participates in efforts designed to attract individuals into the field of education in efforts to expand our pool of qualified applicants.
- Plans and directs a program for selection and assignment of the best-qualified teachers and personnel.
- Forecasts hiring needs and related costs. Uses cost per hire in creating operational practices related to recruitment.
- Screens, oversees and prepares Recommendations for Professional Appointments.
- Plans, oversees and/or performs initial orientation of all employees including completing the required employment paperwork, reviewing contracts, explaining and enrolling employee in benefit plans, answering questions and the like.
- Determines salary schedule placement and computes and reports salaries and wages, payroll deductions and the like to the business department.
- Organizes and oversees the recruitment, maintenance and reporting of a corps of substitute teachers.
- Monitors and tracks the licensing status of all certified staff. Assures all licensing requirements are met. Requests licensing waivers from the state as appropriate.
- In coordination with the school administrators, develops, oversees and distributes evaluation tools and forms for non-certified positions.
- Participates in interviewing and screening committees as requested.
- Coordinates and oversees the development and updates of job descriptions designed to be an effective tool in recruitment, compliance, and communication.
- Assures compliance with ADA, EEO, and the Equal Pay Act related to hiring and employment.

COMPENSATION

- Provides necessary research for successful wage and salary administration using both internal and external analysis.
- Using the job description and job description questionnaire, analyzes existing support staff positions and makes recommendations to the Superintendent of proper grade placement. Determines grade placement for new support staff positions as they arise.
- Develops and recommends pay structures, consistent with Board goals and/or guidance, using relevant comparative data.
- Monitors, oversees and administers salary schedule movements.
- Determines all salaries, pay rates and stipend values consistent with Board policies, pay practices and master agreements. Oversees the development, issuance and collection of employment contracts.
- Works with the Board in establishing and maintaining compensation philosophy, goals and objectives.
- Assures compliance with FLSA and the Equal Pay Act.

BENEFITS

- Certifies eligibility of employees for the district health plan, dental plan, life insurance plan, cafeteria plan, section 125 plan, income protection plan and other benefits.
- Coordinates and administers benefits under the district health, dental, life, long-term disability, cafeteria and section 125 plans. Coordinates open-enrollment periods and informs employees of changes to the plans, open enrollment dates, and the like. Assists employees with questions and problems related to the administration of said plans.
- Researches different benefit options and benefit carriers with employee input. Performs cost analysis and competitive analysis, and makes recommendations to the superintendent for change.
- Oversees workers' compensation claims. Coordinate investigation of a claim when deemed appropriate. Oversee proper leave usage for injured employees. Assure proper reimbursement of lost wages to the district as appropriate. Analyses injury/illness patterns to identify safety hazards and training needs. Develop and implement systems and/or training designed to reduce employee work-related injuries.
- Implement policies and master agreements related to employee leaves, and oversee the tracking and reporting of leaves.

- Reviews and authorizes requests for tuition reimbursement; oversees the tracking of tuition reimbursement.
- Oversees the development and distribution of Summary Plan Descriptions.
- Assures ERISA compliance.
- Works with the Board in establishing and maintaining benefits philosophy, goals and objectives.

EMPLOYEE RELATIONS

- Develops and distributes annual employment contracts for all employee groups consist with the most current master agreement pay schedules or as directed by the boards.
- Reviews contract agreements for non-bargaining unit employees annually and makes recommendations to the Superintendent for benefit/language changes.
- Determines and administers reduction in force and employee recalls in accordance with applicable master agreement provisions.
- Assists with the coordination, review, and determination of employee transfers in accordance with district transfer policies and the needs of the district.
- Represents the district in its relationships with employee organizations.
- Maintains a file of all personnel contracts entered into by the district, including any individually negotiated contracts as well as contracts negotiated with employee groups.
- Serves as one of the district's representatives in labor negotiations with support staff bargaining units, and serves as a resource person/representative in labor negotiations with certified staff bargaining units to represent Board goals and interests.
- Directs the accumulation of necessary data used in negotiations, such as wage and fringe benefit comparisons and comparative contract language. Develops modified salary schedules in keeping with Board interests.
- Coordinates all aspects of contract administration during the term of various contracts with employee organizations.
- Administers the provisions of various contracts and salary schedules for all personnel working under negotiated contracts.
- Interprets the negotiated contracts to members of the staff, and establishes operational practices surrounding said interpretations.

SUPERVISION RECEIVED: Works independently for the most part, planning and implementing broad programs within the organization. Work is checked primarily through consultation and agreement with others rather than by specific directives from supervisors.

SUPERVISORY RESPONSIBILITIES: Has full supervisory duties and responsibilities for the Human Resource Specialist and Administrative Secretary/Receptionist. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Is responsible for the overall direction, coordination, and evaluation of the Human Resource functions.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Bachelors Degree in Business Administration, Human Resources or other appropriate discipline plus 5 to 6 years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Experience must include supervisory and management experience.
- Certifications and Licenses. Valid Vermont Driver's License preferred.

- Language Skills. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Computer Skills and Experience. Advanced knowledge and experience with Microsoft Office including Word, Excel, Access and Outlook. Ability to analyze data needs, and create, modify, and update databases and spreadsheets to provide efficient and accurate data.
- Reasoning Ability/Mental Requirements. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including faculty and staff, administrators, applicants, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, faculty and staff, and outside agencies.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk, hear and see. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet to moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.