

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

05/15 <small>Effective Date</small>	<u>EXECUTIVE DIRECTOR, HUMAN RESOURCES</u> <small>Job Title</small>	3.11.8 <small>Index</small>
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1. Primary Function: Plans, directs, and administers all human resource functions for the District including employee recruitment, staffing, compensation and employee benefit programs, labor relations activities, staff development programs, and personnel record systems.

2. Responsibilities:
 - 2.01 Develops and recommends District personnel policies; establishes personnel practices and procedures; administers such policies, practices, and procedures including hiring, assignment, performance evaluation, retirement, transfer, leave of absence, termination, and others.
 - 2.02 Plans, directs, and supervises recruitment activities for all District positions in accordance with equal employment opportunity policies.
 - 2.03 Establishes and maintains a system of personnel records in compliance with regulatory agency requirements, including the preparation and submission of required personnel reports, to meet the District and employee needs for such records including counseling of employees on employment status.
 - 2.04 Plans, directs, and administers wage and salary administration programs, including salary schedule structuring, employee classification, position descriptions and specifications, performance reviews, etc.
 - 2.05 Plans, directs, and supervises employee benefit programs.
 - 2.06 Plans, directs, and supervises labor relations activities for the District including collective bargaining negotiations.
 - 2.07 Administers collective bargaining contracts and agreements.
 - 2.08 Prepares and recommends departmental capital and operating budgets and controls expenditures within approved budgets.
 - 2.09 Supervises the selection, hiring, and training of human resources department staff. Evaluates staff performance and recommends salary increases.
 - 2.10 Plans, directs, and supervises administration of evaluation systems to measure employee performance.
 - 2.11 Plans, directs, and supervises the District staff development program.
 - 2.12 Plans, directs and supervises assignment of staff to schools.
 - 2.13 Interprets and administers the District Code of Policies and Rules as it applies to evaluation, wage and salary administration, benefits and other items and conditions of employment for employees.
 - 2.14 Serves as a member of the Superintendent's cabinet and participates in Districtwide planning and management.
 - 2.15 Performs other related duties as directed by the Superintendent.

3. Major Planning Requirements:
 - 3.01 Prepares short and long-range plans for Districtwide personnel activities and coordinates with school and District administrators.

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4. Key Relationships:

- 4.01 Superintendent: Reports to this position. Responds to community/Board questions, assists in recommending employment decisions which require Board approval.
- 4.02 Human Resources Department Staff: Supervises directors of Employee Relations and Employee Staffing.
- 4.03 School and District Administrators: Provides them with personnel services.
- 4.04 Government Regulatory Agencies: Represents the District on personnel matters.
- 4.05 Cabinet members: Participates in Districtwide planning and management.
- 4.06 Labor Relations Spokesperson: Provides instruction and data for collective bargaining process.
- 4.07 District Affirmative Action Officer: Responds to questions relating to equal employment opportunity.
- 4.08 Business Services: Cooperates in administration of the unemployment compensation program.

5. Minimum Qualifications:

- 5.01 Master's degree or equivalent training.
- 5.02 Five years of responsibility in staffing and hiring, contract negotiations, and contract management, development of HR policies and procedures preferred.
- 5.03 Valid Oregon Administrator license, preferred.

6. Term of Employment: 12 months.

7. Salary Level: Competitive salary benefits.

8. Working Conditions:

The position generally works in an office environment with occasional travel to schools and evening meetings.