

JOB TITLE: **DIRECTOR, HUMAN RESOURCES**

REPORTS TO: Superintendent

POSITION PURPOSE:

To support all employees working for MESD and manage Human Resources in meeting established goals of the Human Resources Office and direct and supervise the department staff pursuant to the goals.

NATURE & SCOPE:

This position is subject to Board policies, administrative rules and procedures, department regulations, and applicable state and federal statutes. This position carries specific administrative authority to effect the responsibilities in this job description. All commitments outside of authorized programs and services are subject to prior approval by the supervisor of this position.

ESSENTIAL LEADERSHIP QUALITIES:

1. Trust: Develop trust among co-workers, and with partner agencies and constituent district leadership through honesty and fairness.
2. Communication: Communicate in an open, inclusive and collaborative manner.
3. Vision: Lead with vision and follow-through.
4. Personal Qualities: Be respectful, caring and courageous.
5. Management Style: Be visible, humble and a team player who holds self and others accountable.
6. Agency-wide perspective: Be involved in, and supportive of continuous overall improvement of MESD.

ESSENTIAL JOB FUNCTIONS:

1. Supervise and evaluate staff assigned to the Human Resources department.
2. Provide for competitive and equitable classification, salary and benefits programs by directing the District's salary and benefits administration program. Prepare position descriptions and obtain external salary and benefits information; review and analyze data and recommend adjustments.
3. Organize and direct the recruitment and selection activities of the District. Contribute to the District's educational mission of providing an excellent and equitable education to students by overseeing human resources programs which result in the selection, evaluation, retention and development of highly qualified personnel.
4. Administer the new-employee orientation program.
5. Administer the District compensation and benefit plans and negotiate for coverage and carrier changes.
6. Act as resource to the District Negotiator on items related to Human Resources and to act as a member of the District negotiating team as required.
7. Promote equal employment opportunity and function as the Affirmative Action Officer of the District.

8. Oversee the administration of Workers Compensation, Family Medical Leave and other leaves of absence.
9. Act as resource to agency Supervisors on matters related to Human Resources and Board policies and Administration rules.
10. Coordinate reduction-in-force activities.
11. Implement personnel-related transactions, keep records and provide leadership in the implementation of Human Resources Information System.
12. Be generally aware of the functions and needs of all departments and operate the Human Resource Office as a service unit.
13. Assist in the preparation of the annual budget in matters relating to the operation of Human Resource Services, records management, and substitute registration.
14. Be knowledgeable regarding collective bargaining and confer/consult agreements with ESD employee groups and implement the provisions thereof regarding personnel matters. Identify personnel-related legal problems, solicit legal opinion, and interpret advice to the Board and administrative personnel.
15. Be knowledgeable regarding ESD Board policies, rules and procedures to implement the provisions thereof regarding personnel matters of the District.
16. Work with the Director of Business Services to assure that all District personnel are employed in accordance with available resources expended according to budgetary guidelines.
17. Maintain a sustainable employee wellness program that is inclusive of staff and benefits all staff work for MESD including the Employee Wellness Committee

OTHER JOB FUNCTIONS:

1. Attend meetings as required to include: Superintendents' Council meetings, MESD Board Meetings.
2. Serve as a member of the Superintendent's Cabinet.
3. Perform other job-related duties as assigned by Superintendent.
4. Regular attendance at the monthly Employee Wellness Committee

KNOWLEDGE, SKILLS & ABILITIES:

- Working knowledge of contemporary principles and practices of position classification, equal employment opportunity, affirmative action, and performance appraisal.
- Knowledge and understanding of the collective bargaining process.
- Working knowledge of federal and state laws, administrative rules and other regulations pertaining to personnel matters.
- Demonstrated ability to effectively manage and be accountable to projects requiring multidisciplinary teams
- Ability to work and communicate effectively with employees and supervisors on sensitive issues.
- Ability to maintain effective communication with job applicants and the general public.
- Ability to prepare and effectively present reports and recommendations orally and in writing.

- Experience with the development and sustainability of employee wellness programs
- Experience in the use of Human Resource Information Systems.
- Ability to maintain the highly confidential nature of personnel work.

EDUCATION AND EXPERIENCE:

Bachelor degree or equivalent with training in personnel administration. Successful completion of Personnel Administration Certificate Program or SHRM Certification and willing to enroll in OSPA Leadership Program within 2 years of start date. Five years administrative experience in the Multnomah Education Service District, or comparable organization with at least 2 years in a Human Resources position.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.