

**Job Title:** Assistant Director, Human Resources  
**Department:** Human Resources  
**Reports To:** Executive Director, Human Resources  
**FLSA Status:** Exempt  
**Salary Schedule:** AA lane 03



## **SUMMARY**

The Human Resources Assistant Director is responsible for all aspects of the daily operations of the WCSD HR Department. The primary duty is to assist the HR Executive Director in creating and implementing departmental plans, which involves identifying departmental needs and establishing plans of action. The Assistant Director will also oversee issues related to recruitment, position classification, and licensure/certification compliance with state and federal regulations. The Assistant Director will ensure WCSD meets all regulatory requirements related to recruitment and selection, EEO compliance, job classification, and employee relations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Directs and/or participates in the day-to-day operations of the HR Department. Prepares related research and information for department planning, development, and improvement in order to attain department goals and objectives. Provides guidance and consistency in policy and procedure decisions within the HR Department.

Oversees training responsibilities related to the department.

With the HR Executive Director, plans and administers policies relating to all phases of human resources activity. Identify legal requirements, contract requirements, and government reporting regulations affecting HR functions and ensure that policies, procedures, and reporting are in compliance.

Researches, develops, and implements programs regarding automated HR information systems, classification and compensation, and training and organizational development.

Prepares job descriptions and specifications. Develops, maintains, and ensures position classification compliance for hiring and staffing processes.

Develops, implements, and maintains streamlined position approval program for designated classifications; maintains documentation of standards for approval.

Develops organizational and classification documents and charts for all District positions. Ensures compliance with ADA and other Federal and State mandates. Ensures compliance with Equal Opportunity and Equal Pay provisions of the Law.

Performs position audits for purposes of determining proper job classification. Plans and conducts classification studies, local labor market analysis, and state wage comparison studies to identify short and long-range position classification, position management, and compensation needs.

Maintains open communications and strong working relationship with Business Department to ensure the coordination of activities, as well as the timely and accurate processing of personnel actions.

Coordinates and monitors the processing of information related to employment such as hires, promotions, transfers, leave of absences, terminations, and retirements.

Develops and leads recruitment and employee retention efforts. Analyzes and evaluates an organization's current staffing situation to include turnover, vacancies, and current recruiting strategies to identify and forecast staffing problems. Provides guidance to administrators on recruitment and placement issues.

Designs HR databases and develops applications and reports that meet management information needs. Maintains databases, spreadsheets, information systems, and data warehouses files at both the district and state level to support program and system requirements. Develops and compiles special reports as requested. Presents information to Administrators, Directors, and the Board as necessary.

Acts as system administrator for applicant online software. Manages assigned modules of human resources/payroll software such as position code definitions, salary definitions, and other annual system updates that pertain to position management.

Maintains human resources web pages.

Coordinates DOPL and Utah State Board of Education (USBE) licensing/certification compliance, working closely with assigned HR Technician.

Evaluates and recommends appropriate USBE licensing routes for underqualified certified personnel. Works closely with assigned HR Technician to review USBE licensing and endorsement applications for completion to be approved and submitted to USBE for final approval.

Serves in an advisory capacity for District administration and department managers for Administrative Intern and Student Intern Placement Program.

Organizes and maintains the educator licensing compliance filing system.

Reviews and approves the qualification requirements of applicants and assigned licensed personnel to make sure they meet all state and federal license and certification requirements.

Maintains and encourages objectivity in situations that may be charged with emotion and involve assumptions. Resolves disputed facts with applicants and employees, including those which require credibility determinations and interprets facts and events, and/or identifies aggravating or mitigating factors relevant to HR issues or concerns.

Reviews completed work for conformity with policy, the effectiveness of the employee's approach to the problem, technical soundness, and adherence to deadlines. Reviews findings and conclusions the HR Executive Director to ensure they are supported by facts.

Resolves a moderate range of problems or situations requiring the use of established analytical techniques to isolate and evaluate appropriate precedents, to examine and analyze documentation, to reconcile discrepancies or inconsistencies, and to develop supportable conclusions based on standardized research.

## **SUPERVISORY RESPONSIBILITIES**

This job has direct supervisory responsibility over the HR Department support staff.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have knowledge of readily observable requirements, conditions, resources, policies, procedures, practices or issues and be able to apply them to the assigned task. Must maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resources management.

Must also have knowledge in applying fact-finding skills such as researching solutions to unique problems and preparing and delivering reports and presentations to administrators, public, and the School Board on findings and recommendations.

Must have extensive knowledge of Utah State Board of Education licensing and endorsement requirements.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. 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 employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree from four-year college or university to include specialized experience in human resources management; or a significant amount of specific experience and/or training; or equivalent combination of education and experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, and sit; use fingers and hands to handle; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: <b>Executive Director, Human Resources</b>			Date: <b>06/05/2017</b>
Approved By: <b>Executive Director, Human Resources</b>			Date: <b>06/05/2017</b>
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### **EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	