

Job Title: Executive Director, Human Resources
Department: Human Resources
Reports To: Superintendent
FLSA Status: Exempt
Salary Schedule: EA lane 01



SUMMARY

The Human Resources Executive Director provides strategic, instructional, cultural, human resource, managerial, external development, and leadership for the efficient and effective operation of the Human Resources and Transportation Departments through collaborative networking with internal and external stakeholders. The HR Executive Director is responsible for developing WCSD policy and directing and coordinating human resources activities by performing the following duties personally or through subordinate employees.

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.

Provides overall leadership, direction, and support in human resources related activities for Washington County School District, to include employment, compensation, labor relations, personnel discipline, employee grievance resolution, Civil Rights investigation, federal and state law compliance, and employee services

Recommends and drafts appropriate district level disciplinary actions according to WCSD policy and applicable regulation. Delivers notices and conducts personnel discipline hearings according to District policy.

Conducts investigations regarding employee conduct and documents formal findings.

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.

Coordinates with the Business Administrator in managing the District personnel staffing program. Maintains open communications and strong working relationship with the Business Department to ensure the coordination of activities, as well as the timely and accurate processing of personnel actions.

Analyzes wage and salary reports and data to determine competitive compensation plans.

Writes District policy, procedure, and directives implementing state and federal HR law. Advises managers and administrators of applicable federal, state and District policy regarding aspects of Human Resource Management.

Consults legal counsel to ensure that policies comply with federal and state law.

Develops and maintains a human resources information system that meets administrative information needs.

Oversees the analysis, maintenance, and communication of records required by law or local Board policy.

Studies legislation, case law, State School Board decisions, and negotiated contracts to assess WCSD personnel trends.

Represents management in negotiating contract agreements.

Writes and delivers presentations to managers and administrators regarding human resources policies and practices. Oversees and supervises the development and delivery of District regulatory training provided by the HR management personnel.

Serves as, or delegates HR management personnel to serve as, the Family Medical Leave Act, Americans with Disabilities Act, Americans with Disabilities Act Amendments Act, Fair Labor Standards Act, Affordable Care Act, and Title 7 Civil Rights Compliance Officer.

Provides oversight and management of the WCSD Risk Management Program. Provides guidance and oversight for investigations of employee accidents and injuries, litigation, and risk mitigation.

Oversees the management and operation of the District Transportation Program.

Ensures District compliance with USBE Educator Licensing.

Oversees the management and operation of WCSD benefit programs to include vendor contracts, budget analysis, and program management.

Oversees district, federal, and state compliance of the Patient Protection and Affordable Care Act (PPACA). Reviews, investigates, and resolves issues by providing guidance and solutions for policy compliance and implementation.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Acts as a member of the WCSD Executive Administration and attends executive administration staff meetings.

Attends applicable state meetings, including Utah Public Education Human Resource Association (UPEHRA) meetings and conferences.

SUPERVISORY RESPONSIBILITIES

This job has direct supervisory responsibility over the employees assigned to the WCSD Human Resources Department and Transportation Department.

Effectively evaluates assigned personnel according to WCSD policy.

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 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 WCSD School Board on findings and recommendations.

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 variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's Degree to include specialized experience in human resources management (or equivalent) and eight to ten years related experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

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: Human Resources Department		Date: 03/14/2006
Approved By: Superintendent		Date: 03/14/2006
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Assistant Director
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:
		Date:
		Date:

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:	