



Job Description

Job Title: Supervisor II - Human Resources
Position Code: 1E19 and AE19
Job Classification: Exempt

Supervisor: Director II - Human Resources
Pay Grade: 46S
Contract Length: 245 days

Job Summary

Position is responsible for developing, planning, monitoring, and ensuring the effective implementation of a broad range of Human Resources functions for the school division to include employment activities, recruitment, employee relations and counseling, substitute staffing, teacher licensure and employee screening. Position develops, interprets, and recommends program goals and objectives, policies, procedures, and courses of action that align with the division's Strategic Plan; ensures compliance with State and Federal regulations; serves as a consultant to administrators; and supervises departmental personnel.

Essential Duties

1. Develops and implements the school division's recruitment and retention plan and makes modifications on an annual basis. Assures compliance of such plan with the school division's Strategic Plan.
2. Manages the information systems related to recruitment and selection; works with various information systems departments to recommend changes or improvements to current systems and follows through to completion.
3. Interprets and ensures consistent enforcement of human resources policies, practices, and procedures.
4. Serves as a consultant and advisor to administrators on building/departmental staffing needs, hiring decisions, employee relations, disciplinary, and other human resources matters.
5. Supervises, evaluates, and directs the work of assigned human resources staff.
6. Participates in developing departmental goals, objectives, and plans.
7. Develops and monitors procedures for reviewing and resolving employee relations disputes.
8. Monitors the division's policies/procedures on investigating and responding to discrimination and harassment charges; and recommends revisions as necessary.
9. Ensures that harassment complaints, discrimination charges and acts of misconduct are thoroughly investigated and either reviews information/recommendations compiled by staff prior to submission to the Director of Human Resources or makes appropriate disciplinary recommendation as required by applicable policy.
10. Assists in development and delivery of training sessions to school division employees on policies/procedures related to sexual harassment, discrimination, leadership development and other human resources related topics; and compiles/designs related training materials.
11. Assists the Director of Human Resources with conducting a continuing study of human resources policies, programs, and practices; and recommends new approaches and procedures to effect continual improvements in the efficiency of the department and services performed.
12. Ensures compliance with state and federal regulations governing human resources activities.
13. Prepares budgeting and cost analyses of Human Resources activities as requested; and ensures that activities operate within appropriated amounts.

14. Assists the Director of Human Resources in development of Human Resources budget and in compiling and evaluating human resource requests from other functional areas for development of division wide budget.
15. Continually seeks ways to employ technology to better serve customers, eliminate unnecessary duplicate work, and produce needed information.
16. Serves as the school division's compliance officer as required for Title VI, Title IX and Section 504.
17. Leads selection process for filling of vacancies for select leadership positions.
18. Conducts annual review of completed employee performance assessments.
19. Models non-discriminatory practices in all activities.

Other Duties

1. Keeps abreast of developments and legislation in the field of Human Resources.
2. Performs any other related duties as assigned by the Director of Human Resources or other appropriate administrators.

Job Specifications

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, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and Assets Required)

Must possess a Bachelor's degree (Master's degree preferred) in education, business, human resources, or a related field with extensive experience in a related human resources position to include experience in a supervisory capacity. Must possess a comprehensive knowledge of the principles, practices, and current issues involved with human resources administration. Must possess an extensive knowledge of State and Federal regulations to include EEO, ADA, FLSA, and FMLA regulations. Must possess a demonstrated ability to plan, organize, and direct Human Resources activities. Must possess an extensive knowledge of methods for resolving employee relations disputes and the ability to prepare appropriate legal responses. Must possess a demonstrated ability to develop training sessions and speak effectively before large/small groups. Must possess excellent supervisory, management, interpersonal, and communication skills. Must be computer literate and possess a working knowledge of personal computer applications to include MS Office 2000/XP. Must possess a demonstrated ability to establish and maintain effective working relationships with school administrators, departmental staff, employees, and the public.

Working Conditions and Physical Demands

The physical requirements described herein are representative of those which 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, who are otherwise qualified, to perform the essential functions.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; to bend, to stoop, to sit on the floor, to climb stairs, to walk and reach overhead.

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

