

Anoka-Hennepin Independent School District #11
Job Description

Title: Director of Employee Services
Department: Employee Services
Reports to: Superintendent
Prepared Date: February 2011

SUMMARY OF RESPONSIBILITIES

Develops, plans, and administers policies and procedures relating to Employee Services including recruitment, selection and hiring; performance management and organizational development by performing the following duties directly or through subordinates.

DUTIES AND RESPONSIBILITIES

Strategic

- Provide advice and counsel to the Superintendent, Cabinet members, Principals and Department leaders regarding human resource and employee performance issues. Keep the Superintendent and administrators informed of significant human resource issues that may have implications for the organization.
- Provide vision, leadership and planning to the Superintendent and the Employee Services department to meet the current and future human resource needs of the organization.
- Provide feedback and guidance to the Superintendent in the analysis and development of policies and practices regarding effective human resource management for the organization.
- Recommend and coordinate appropriate compensation for Administrative employees to ensure the district remains competitive in the recruitment and selection of organizational leadership.
- Advise the Superintendent and Cabinet members regarding organizational development and long range staffing and succession planning needs.
- Monitor and ensure the use of the evaluations systems, providing training as necessary. Evaluate the effectiveness of performance appraisal systems for all district employees, implement changes to the performance appraisal system based on organizational need.
- Ability to recognize and identify trends or challenges in area of responsibility and successfully interpret data and draw conclusions. Recommend or deploy a strategy to initiate system change or make district wide improvements.
- Member of the Superintendents' Cabinet, the leadership team for the school district.

Consultant/Advisor

- Provide internal consulting services to the Superintendent, Cabinet members, Principals and Department leaders providing direction and recommendations regarding improved organizational and departmental efficiencies.
- Serve as resource and advisor to Cabinet members, Principals, Department leaders and supervisory personnel regarding employee performance. Provide direction to supervisors during the employee discipline process, work in collaboration with General Counsel to ensure recommendations for termination of employment are well documented and meet legal and contractual requirements.

- Develop, provide and supervise staff development for administrators on best practices in human resources management.
- Direct the organizations overall process in recruiting, selecting and assigning of classified and non-classified employees; ensure compliance with federal, state and local laws; bargaining unit language; and district policies and practices. Develop and implement appropriate employment policies and procedures to ensure the process of recruitment, selection, and assignment of personnel operates in an optimum manner.
- Direct the training and development programs for non-certified employees ensuring that all district employees meet the current future needs of the organization and the students it serves.
- Direct the investigation of matters involving employee performance or alleged misconduct; ensure reports and recommendations are completed in accordance with due process; recommend discipline/termination of personnel whose performance is deemed unsatisfactory.
- Direct the effective utilization of the districts substitute employee program. Analyze statistical data regarding the use of substitutes, provide information and develop reports to share with administration for organizational planning and decision-making purposes.

Compliance

- Develop and monitor Employee Services policies and procedures to ensure on-going compliance with federal, state, and local laws; bargaining unit language; and district policies and practices.
- Serve as district EEO Officer and Minnesota Government Data Practices Act Responsible Authority Designee.

Miscellaneous

- Prepare, recommends and monitors program budgets for the allocation of resources in the areas of responsibility.
- Member of the Superintendent's Cabinet, the leadership team for the school district.
- Perform other tasks and assumes other responsibilities as the Superintendent may assign.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Employee Services Manager, Staffing Supervisor, lead Confidential, and one confidential employee and indirectly supervise six additional confidential employees. Has responsibility for the overall direction, coordination, evaluation and supervision of these employees in accordance with School District 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.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Human Resources, Public Administration, Business or related area. Masters degree preferred.

Requires ten years related experience, preferably in an educational setting; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) is preferred.

KNOWLEDGE, SKILLS & ABILITIES

Ability to read, analyze, and interpret professional articles, financial reports, and legal documents.

Skilled in verbal and written communication to/with a diverse audience.

Ability to respond to common inquiries or complaints from administrators, teachers, other District employees, the general public and the School Board.

Ability to effectively present information to administrators, teachers, other District employees, the general public and the School Board.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to maintain regular attendance, which includes completing an assigned day.

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 regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the 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 accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.