

Anoka-Hennepin Independent School District #11

Job Description

Title: Employee Services Manager
Reports to: Employee Services Director

JOB SUMMARY

Reporting to the Director of Employee Services, this role plans, develops, directs, and organizes organizational and staff development, provides consultation on performance management, conducts employee misconduct investigations, and oversees district leaves of absence.

KEY RESPONSIBILITIES

Consultant & Advisor:

- Provide data-driven consulting to district leadership to improve departmental and district efficiencies.
- Advise administrators, principals, and supervisors on employee performance, corrective actions, job responsibilities, organizational structure, and job descriptions.
- Investigate employee performance and misconduct allegations, prepare reports with recommendations, and advise supervisors on disciplinary actions.
- Monitor employee attendance, providing resources and consultation to supervisors on attendance management.
- Build and maintain professional relationships with administrators, principals, and supervisors to support their needs.

Staff Development:

- Plan, coordinate, and deliver district-wide staff development, collaborating with other departments on needs assessment, format, topics, and logistics.
- Utilize district resources to create individualized training plans, track performance, and monitor compliance.
- Monitor and report staff development completion rates to ensure compliance with laws and policies.
- Mentor, coach, and develop department staff to achieve professional goals.

Strategic Initiatives:

- Analyze statistical data to identify personnel problems and recommend improvements to district policies and practices.
- Plan, design, and administer interview appraisal systems to ensure consistent and equitable hiring practices.
- Assist the Director of Employee Services in developing employee services policies and practices.
- Serve as the District's 504/ADA coordinator for employees.
- Manage the District's student teacher contracts with various state-wide colleges.

- Serve as the district representative and project manager for employment-related initiatives, collaborating with stakeholders for successful implementation.
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QUALIFICATIONS

- Requires Bachelor's Degree in Human Resources, Public Administration, or Business and five years working in human resources or related area; OR an equivalent combination of education, training and experience as determined by Human Resources.
 - SHRM or PHR certification preferred.
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SKILLS AND COMPETENCIES

- **Strong analytical and communication skills:** Able to interpret complex information and communicate effectively with diverse audiences.
 - **Effective problem-solving and presentation skills:** Adept at addressing inquiries, resolving issues, and presenting information clearly.
 - **Technical proficiency and investigative skills:** Capable of interpreting technical data, conducting investigations, and writing reports.
 - **Knowledge of ADA and collective bargaining:** Experienced in ADA accommodations and collective bargaining negotiations.
 - **Reliable and available:** Maintains regular attendance and is available for occasional evening meetings.
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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires frequent standing, walking, sitting, bending, and may include lifting up to 10 pounds.
- Specific vision abilities required such as close vision and the ability to adjust focus.
- Work environment includes offices, meeting rooms and school buildings.
- Must be able to respond to unexpected situations and maintain composure.
- Ability to travel to various district sites may be required.
- Ability to work occasional nights and weekends as needed.