

**Anoka-Hennepin Independent School District #11**  
**Job Description**

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

**SUMMARY OF RESPONSIBILITIES**

Under the direction of the Director of Employee Services, plan, develop, direct, and organize human resource functions related, but not limited to classified staff performance management, staff development, management of District leaves of absence, and organizational development.

**DUTIES AND RESPONSIBILITIES**

**Consultant/Advisor**

- Provide internal consulting services to District leadership providing data, conclusions and recommendations regarding improved departmental/District efficiencies.
- Serve as resource and advisor to administrators, Principals and supervisory personnel regarding classified employee performance and corrective action issues.
- Serve as resource and advisor to administrators, Principals and supervisory personnel regarding classified employee duties and responsibilities, department organizational structure, reporting structures and job descriptions.
- Investigate matters involving employee performance or alleged misconduct; submit reports and recommendations to the Director of Employee Services and in accordance with due process; recommend discipline/termination of personnel whose performance is deemed unsatisfactory.
- Monitor attendance statistics for classified employees and provide resources and consultation for supervisors as they discuss attendance issues with their staff.

**Strategic**

- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of the District's personnel policies and practices.
- Plan, design and administer interview appraisal systems to ensure consistent hiring practices and the District's commitment to equal opportunity employment.
- Assist Director of Employee Services and legal counsel in the analysis and development of policies and practices impacting employee relations.
- Serve as a member of the Superintendent's Expanded Cabinet.

**Staff Development**

- Plan, coordinate and/or deliver staff development for all classified staff. Collaborate with other department administrators to assess need, determine format, select topics, select speakers or trainers, supervise registration, prepare materials, etc.
- Utilize District resources to provide individualized training plans by classification, track and monitor performance/compliance.
- Mentor, coach and develop department staff to achieve professional work goals.

### **Other Duties/Responsibilities**

- Represent the District at personnel-related unemployment hearings and investigations.
- Serve as the District's 504/ADA coordinator for employees.
- Manage the District's student teacher contracts with various state-wide colleges.
- Perform other tasks and assumes other responsibilities as directed by the Director of Employee Services.

### **SUPERVISORY RESPOBSIBILITIES**

Directly supervises four confidential employees. Under the direction of the Employee Services Director has the responsibility for 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 problem

### **EDUCATION and/or EXPERIENCE**

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

Requires eight 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.