

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

**Title:** Executive Director of Human Resources  
**Department:** Human Resources  
**Reports To:** Superintendent  
**Prepared Date:** May, 2014

**SUMMARY OF RESPONSIBILITIES**

Directs the District's Employee Services and Labor Relations and Benefits Departments. Assists General Counsel in the provision of legal counsel to the Superintendent and District administrators. Provides legal counsel to the Employee Services Department. Performs the following duties personally or through subordinate supervisors. This position serves on the Superintendent's Cabinet.

**DUTIES AND RESPONSIBILITIES**

**Leadership and Planning**

- Researches, develops, and implements workplace efficiencies for the departments overseen and their employees to maintain effective service-based departments.
  - Assesses the effectiveness of current operations and improvements.
  - Recommends and oversees changes in procedures to improve effectiveness and service.
  - Facilitates ongoing collaboration between district employees and departments.
- Facilitates the development and implementation of strategic initiatives in areas of oversight to support the mission and goals of the District.
- Assures compliance with laws and District policies in areas of oversight.
- Provides recommendations to the School Board for planning in the provision of services.
- Serves on national, state and local committees as a representative of the District and attends meetings in furtherance of the District's mission.

**Labor Relations and Benefits and Employee Services**

- Provides assistance to department administrators in the assumption of general administrative responsibility within their departments.
- Provides legal counsel to department administrators in the provision of their duties.
- Assists General Counsel in matters relating to negotiating labor agreements and interpreting agreement language.
- Serves as Minnesota Government Data Practices Act Responsible Authority Designee.

**Legal Compliance and Counsel**

- Assists the General Counsel.
  - Serves as a resource to administration with regards to personnel and student concerns.
  - Coordinates response to legal complaints.
  - Provides recommendations and support counsel regarding legal issues and District policy.
  - Develops and implements training resources for employees.
- Provides support to General Counsel in researching, interpreting, and communicating laws and District policies.

**Miscellaneous**

- Communicates effectively with stakeholders.
- Advises the Superintendent of areas of oversight.
- Prepares, recommends, and monitors program budgets for the allocation of resources in the areas of oversight.
- Performs other tasks and assumes other responsibilities as the Superintendent may assign.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises the Director of Employee Services and the Director of Labor Relations and Benefits, and indirectly supervises their employees. Has responsibility for the overall direction, coordination, evaluation and supervision of these employees in accordance with 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**

Juris Doctor degree required. Requires Bachelor's degree in Human Resources, Public Administration, Education Administration or related area. Requires ten years related experience, preferably in an educational setting; or equivalent combination of education and experience.

## **PREFERRED QUALIFICATIONS**

Master's degree in above areas preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Minnesota Attorney License; Certification as a Professional in Human Resources ("PHR") or Senior Professional in Human Resources ("SPHR") is preferred.

## **KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of laws effecting school districts.

Knowledge of human resources and labor relations management.

Skilled in verbal and written communication to a diverse audience.

Skilled in problem analysis, data collection, and problem solving.

Ability to respond to common inquiries or complaints from administrators, employees, students, general public, and School Board.

Ability to effectively present information to and respond to questions from administrators, employees, students, general public, and School Board.

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

Ability to read, analyze and interpret written documents, including legal documents.

Ability to write comprehensive reports, correspondence, and procedure manuals.

Ability to maintain regular attendance, which includes completing an assigned day, and attending evening and weekend obligations.

## **PHYSICAL DEMANDS**

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 vision 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. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. The noise level in the work environment is usually quiet.