

Churchill County School District Director of Human Resources

DEFINITION: Under direction, assists the Superintendent substantially and effectively by providing leadership for the planning, development, maintenance, and evaluation of the district's human resources management system to support and facilitate successful educational programs throughout the district.

DISTINGUISHING CHARACTERISTICS: This is a fully experienced position and the incumbent is able to perform the full range of duties of the position.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- Directs operation and administration of district's Human Resources programs.
- Coordinates recruitment, selection, and employment of personnel.
- Plans, directs, and monitors the application and employment process of certificated and classified employees.
- Plans and directs employee benefits programs.
- Maintains liaison with university placement offices.
- Arranges orientation program for new employees.
- Serves as custodian of all regular and confidential personnel records.
- Develops and maintains personnel forms, methods, and procedures.
- Assists in the development and implementation of district policies and procedures.
- Assists in the collective bargaining process and in the administration of all negotiated contracts in accordance with Nevada Revised Statute 288.
- Meets with and responds to concerns of bargaining units regarding the negotiated agreement.
- Represents the district in personnel matters and ensures compliance with Nevada Revised Statute 391.
- Directs and coordinates all elements of employee discipline process, including termination of employment.
- Coordinates and directs any reductions in force that may be necessary due to financial constraints.
- Conducts investigations of complaints in a timely manner pursuant to board policy.
- Coordinates the development of job descriptions and evaluation systems.
- Observes and provides mentoring support for struggling teachers and administrators.

- Makes recommendations regarding necessary changes in personnel management and administration.
- Directs and monitors the processing of leave requests in accordance with law, regulation, and district policy.
- Coordinates and observe employment interviews for all personnel, conduct exit interviews for personnel and other conferences related to the personnel function.
- Counsels and advises applicants and probationary/permanent employees.

POSITION EXPECTATIONS:

1. Knowledge of modern and current practices related to the recruitment, selection, and assignment of personnel;
2. Knowledge of all aspects of human resources operations in a school district and the dynamics of human resources management;
3. Understanding and experience of current and traditional methods of collective bargaining;
4. Knowledge of the evaluation and discipline process and compliance with Nevada Revised Statute 391;
5. Knowledge of the principles of supervision and management; school district policy and procedure development;
6. Use high level interpersonal skills with tact, patience, and courtesy in order to maintain effective working relationships.
7. Knowledge of Nevada school law, federal regulations, and state regulations pertaining to education and personnel;
8. Ability to handle highly sensitive personnel matters in a timely and professional manner;
9. Problem-solve, plan, supervise, organize, and schedule; interpret and explain changes in current human resources laws relating to district personnel;
10. Possess moderate to advanced computer/technological skills, including e-mail, spreadsheets and databases;
11. Conduct investigations as necessary;
12. Effectively communicate district policies and procedures to new and existing employees;
13. Manage and direct the district's human resources program;
14. Work independently and without close supervision;
15. Handle multiple assignments and problem solve to meet established deadlines;
16. Communicate complex concepts or statutes effectively with all people contacted in the work environment, including staff and the general public;
17. Read, interpret, apply, and explain rules, regulations, policies, and procedures;

Experience and Training: Any combination of training, education, and experience that would provide the required knowledge and abilities. Three years of progressively responsible human resources experience; OR an equivalent amount of experience and education.

PHYSICAL REQUIREMENTS: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 25 pounds) is occasionally required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such

accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS: Work is performed under the following conditions: Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

FLSA Status: Exempt