



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Assistant Director of Human Resources

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 227

**REPORTS TO:** Executive Director of Human Resources

**DATE REVISED:** 12/06

### **PRIMARY PURPOSE:**

- Responsible for supporting the Executive Director of Human Resources in the overall management of the district's human resource's function. Supports the strategic planning and implementation of human resources programs to include professional, auxiliary, and substitute staffing/recruitment, leave administration, risk management, performance appraisal, and employee relations. Implement legally sound and effective human resources management programs, policies, and practices.

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

- Bachelor's degree in human resources, business administration, education, or equivalent
- Master's degree in a related field, preferred.

#### **Special Knowledge/Skills:**

- Knowledge of selection, training, and supervision of personnel
- Knowledge of wage and salary, benefits, and performance appraisal administration
- Knowledge of general and education employment law and hearing procedures

- Knowledge of leave policies
- Knowledge of risk management
- Ability to implement policy and procedures.
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing.
- Ability to use a variety of human resources technology platforms and applications.
- Ability to manage budget and personnel.
- Working knowledge of data processing systems and financial applications
- Excellent public relations, organization, communication, and interpersonal skills
- Ability to effectively present information in one-on-one and to small and large groups of employees, the school board, or other organizations

### **Experience:**

- 2 years of progressively responsible experience in human resources management or public-school administration

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **Human Resources Program Management**

1. Assist in developing personnel policies and procedures.
2. Assist in the day-to-day operations of staffing, wage, and salary administration, leave administration, performance appraisal, employee relations, and/or benefits.
3. Assist in ensuring district compliance with federal and state laws and regulations.
4. Assist in planning, development, coordination, and evaluation of operations and implementing department and goals for the human resources department.

#### **Employment**

1. Support the executive director of human resources in efforts to work with principals and other administrators to forecast staffing needs and develop staffing plans. Oversee and assist with the implementation of retention and recruitment strategies and a screening and selection process for all employees.
2. Review certifications, licenses, and transcripts to ensure that teachers and other staff have the appropriate credentials for assignments.
3. Assist with the human resources management system in building employee profiles, position, and salary information, pay contract recalculations, and terms.
4. Assist with the assignment and distribution of employment contracts for teachers, administrators, and others.
5. Assist with managing a system for new employees to acquire appropriate information, support, and training necessary for success on the job.

6. Assist with the coordination and administration of orientation programs for new employees and substitutes.
7. Assist with the administration of the district's management, recruitment, and dismissal of substitutes.
8. Assist with the management of the district's job descriptions and position reclassifications.
9. Assist with the planning and coordination of annual district teacher and employee job fairs.
10. Assist with the management of the district's job posting, application, and online interview platform.

### **Compensation and Benefits**

1. Assist with the district's compensation program, including preparing information for annual pay studies and the district's compensation plan.
2. Assist with recommendations for salary administration and placement of new hires and informing new hires and transfers of their pay.
3. Assist with the coordination and implementation of the district's leave, health insurance, optional employee benefits, workers' compensation, and unemployment compensation benefit programs.

### **Employee Relations**

1. Assist with identifying and responding to employee issues; work in collaboration with district leadership to ensure preemptive and effective employee communications.
2. Assist with the administration of the employee grievance procedure adopted by the board. Assist the executive director of human resources with investigation analysis, and decision-making process regarding personnel problems and/or other related policy procedures.
3. Support directors, officers, employees, and other government agencies on employment, record keeping, retirement, grievance, and other personnel matters and procedures.
4. Assist with annual research regarding employee satisfaction, morale, and communications. Monitor employee retention and turnover through analysis of data and exit interviews. Assist with the coordination of district-wide employee recognition programs.
5. Assist with employee handbook and personnel directory updates and distribution annually. Inform employees of personnel policies, procedures, and programs that affect them.
6. Demonstrate skill in conflict resolution with administrators, staff, and community.

### **Records**

1. Support personnel and district records management and help ensure compliance with state records.
2. Compile, maintain, and file all reports, records, and other documents as required.
3. Assist with the management of employee leave records, including confidential medical information in accordance with federal and state laws and regulations and district policies and procedures.

### **Other**

1. Assist with the preparation and delivery of written and oral presentations on HR and management issues to employees.
2. Stay abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjust plans, policies, and procedures accordingly.
3. Ensure compliance with local, state, and federal employment laws. Stay abreast of state and federal public policy changes that could impact the district.
4. Follow district safety protocols and emergency procedures.
5. Perform other duties as assigned.

### **Supervisory Responsibilities:**

May supervise, evaluate, and recommend hiring and firing of human resources department employees.

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals.

#### **Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

#### **Motion:**

Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.

#### **Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

#### **Environment:**

May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel.

**Mental Demands:**

Work with frequent interruptions, maintain emotional control under stress.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**