



SECTION I: GENERAL INFORMATION

Position Title: Human Resources Director	Department: Human Resources
Immediate Supervisor's Position Title: Executive Director of Human Resources and Business Services	FLSA Status: Exempt
Job Summary: Under the direction of the Executive Director of Human Resources and Business Services, the Human Resources Director plans, directs, develops and administers employee/labor relations and human resources functions for the District. This position has the responsibility for formulating, developing and overseeing District human resource programs, policies and services. It is responsible for directing the HR operations and related staff including labor relations activities, recruitment, staffing and retention, compensation/classification and benefits administration. The Human Resources Director provides leadership in establishing a vision for the school district's human resources management, guides the development of strategic plans to accomplish this vision, and provides consultation, resources, and advice to administration and principals regarding difficult human resources or employee relation issues, problems or concerns. The Human Resources Director is part of the Superintendent's Cabinet. In addition, the Human Resources Director also oversees the District Wellness Plan and assists with the implementation of the plan.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Labor Relations Management:

- Assist in collective bargaining and contract negotiations in coordination with the Executive Director of Human Resources and Business services and legal advisors, ensuring alignment with the organization's goals.
- Act as the primary liaison for union representatives, addressing grievances, resolving conflicts, and fostering effective communication.
- Interpret and enforce labor agreements, ensuring consistent application and organizational compliance.
- Act as a liaison to contracted school nurses, ensuring effective communication and coordination through regular meetings.
- Collaborate with stakeholders to oversee benefits management, including health, voluntary benefits, COBRA, Medicare, life insurance, and long-term disability, aligning these with union agreements and labor policies.

Employee Relations and Compliance:

- Manage the administration of HR policies and procedures, ensuring adherence to labor laws and best practices.
- Investigate and resolve employee relations issues, working with managers to deliver fair, consistent, and legally compliant outcomes.
- Stay current on labor laws and industry trends, providing guidance to HR and management on necessary policy updates.
- Interpret policies, regulations, and guidelines for staff.
- Serve as an advisor to administrators, principals, and supervisors regarding employee roles, departmental structures, reporting lines, and job descriptions.
- Oversee employee leave management, ensuring compliance with FMLA, Minnesota Paid Leave, Workers' Compensation, Sick and Safe Leave, and district policies.
- Manage ADA and job accommodation requests, ensuring compliance with federal and state laws.

- Supports the Assistant Superintendent and Executive Director of Human Resources and Business Services in planning and scheduling Crisis Management, Health and Safety and related committee meetings and ensuring the district's crisis plans meet regulatory requirements.
- Serves on the district Wellness Committee.

HR Strategy and Organizational Development:

- Supports leadership in developing and executing HR strategies that align with organizational objectives, including talent acquisition, succession planning, and workforce development.
- Collaborate with leadership to foster an inclusive, diverse, and positive workplace culture.
- Assist with employee engagement efforts, focusing on retention, satisfaction, and performance enhancement.
- Establish and lead an employee wellness group and actively participate in the student wellness committee to promote a holistic wellness culture.
- Partner with district leadership to review and strategically manage health insurance plans, collaborating with the district insurance broker and analyzing monthly Client Loss Ratios to inform long-term benefits planning.

Talent Management and Development:

- Support the recruitment and onboarding process to provide a smooth and efficient candidate experience that aligns with organizational goals.
- Assist in developing training programs that build leadership skills, cultural competence, and labor relations compliance.
- Oversee performance management systems, assisting supervisors and employees in goal setting, performance feedback, and addressing performance concerns.
- Analyze statistical data and reports to identify and determine the cause of personnel problems and develop recommendations for improvement of the district's personnel policies and practices.

Human Resources Operations and Reporting:

- Oversee HR operations, including accurate recordkeeping, data analysis, and compliance reporting to meet local, state, and federal requirements.
- Optimize HRIS and leverage data insights to guide HR strategy and decision-making.
- Prepare and present reports on key HR metrics, trends, and labor relations outcomes to leadership.
- with personnel decisions affecting the department.
- Oversee the district HR website, ensuring content is current and accessible to all employees.
- Maintain and manage the master staff list and assignments, ensuring data accuracy and proper alignment.
- Perform other duties and responsibilities as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
REQUIRED EDUCATION/TRAINING (choose one)	DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) Preferred:
less than high school diploma	• Bachelor's degree • Master's Degree preferred or willingness to obtain one.

	High school diploma or GED.			Major field of study or degree emphasis: Human Resources, Public Administration, Business, or related field.
	1 year college	x	2 years college	
	3 years college		4 years college	
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: · Principles, fundamentals, practices, and current trends of personnel administration. · Principles and practices of position classification, compensation, labor relations, selection, placement, and recordkeeping. · Laws, rules, regulations and guidelines pertaining to employee relations and human resource programs and activities (EEO/AA, FLSA, FMLA, STARS, ADA, Pay Equity Act, etc.) including K-12 MN statutes. · HRIS systems, programs and general business productivity software (i.e. word processing and spreadsheet programs). · District functions, organization, and general management objectives. · Organizational development, communication, and organizational change issues. · District administrative and operational policies and procedures. · Knowledge of benefit plan administration issues, trends, types and applicable laws. · Knowledge and use of business productivity software, HR systems, and financial systems.
	2nd year graduate level			
	Doctorate level			

Required Work Experience in Addition to Formal Education/Training:	
A minimum of 3 to 5 years of related business/education-related field of work experience.	
LICENSE/ CERTIFICATION	Identify licenses/certification upon hiring: Preferred: Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR); Or other HR Certification

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: - HR Programs & Compliance: Comprehensive knowledge of laws, regulations, and guidelines that impact HR programs, including federal, state, and local labor laws (e.g., National Labor Relations Act). - Labor Relations & Contracts: Expertise in interpreting and implementing collective bargaining contracts, insurance benefits (health, dental, life, AD&D, long-term disability), worker's compensation, and unemployment insurance. - Certification & Licensure Requirements: Understanding of licensure, college credit requirements, special certifications, and reporting for state and other validating agencies.
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	• District Policies & Procedures: Familiarity with district administrative policies, procedures, and guidelines relevant to HR responsibilities. • Employee Relations & Talent Management: Proven experience in employee relations, talent management, and developing HR strategies. • Interpersonal & Communication Skills: Strong verbal and written communication skills, with the ability to engage effectively across all levels of the organization, while upholding diversity, equity, and inclusion standards. • Negotiation & Conflict Resolution: Skilled in negotiation, conflict resolution, and influencing, with an aptitude for building positive relationships across diverse teams. • Analytical & Problem-Solving Abilities: Proficient in HRIS systems, with strong analytical skills for problem-solving and decision-making. • Human Relations & Team Building: Expertise in team building, compliance monitoring, and conflict resolution, with the ability to coach and develop effective communication strategies across district staff. • Recruitment & Selection: Skilled in recruiting, interviewing, and implementing district hiring and selection procedures. • Data Management & Reporting: Capable of preparing, compiling, and distributing HR reports as required by local, state, and federal mandates, and providing managers with personnel data to aid decision-making. • Organizational Efficiency: Proficient in managing department resources, scheduling, and directing the daily work of team members to meet deadlines. • Leadership & Development: Demonstrated ability to lead teams that are culturally competent and responsive, provide formative feedback, conduct timely evaluations, and foster staff development. • Project & Resource Management: Skilled in establishing effective systems, structures, and procedures to guide work; delegates tasks appropriately and oversees projects to meet objectives. • HR Consulting & Collaboration: Collaborative approach to consulting with HR Directors, managers, supervisors, and employees on policies, procedures, and agreements. • Application of Policies & Guidelines: Ability to interpret and apply laws, rules, and guidelines to district operations and HR programs effectively. • Personal integrity and honesty. • Evidence of an understanding of the school culture and environment and a commitment to carrying out the vision, mission, and belief statement of the district.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
TOTAL	3

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 1

	Unusual or hazardous working conditions related to performance of
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	duties: Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.