

Anoka-Hennepin Independent School District #11
Job Description

Title: Director of Employee Services
Department: Employee Services
Reports to: Executive Director Human Resources

SUMMARY OF RESPONSIBILITIES

The Director of Employee Services is expected to provide broad program oversight and administration including recruiting and retention, performance management and coaching, investigations, employee discipline, employee development training, compensation procedures including re-classification(s), grievance administration, compliance reporting, staff development, ADA, leaves, and other human resource functions as necessary

DUTIES AND RESPONSIBILITIES

Strategic

- Provide advice and counsel to Principals, Directors, and Department leaders regarding human resource and employee performance issues. Keep the General Counsel /Executive Director of Human Resources, and administrators informed of significant human resource issues that may have implications for the organization.
- Provide vision, leadership and planning to the General Counsel /Executive Director of Human Resources, and the Employee Services department to meet the current and future human resource needs of the organization.
- Provide feedback and guidance to the General Counsel /Executive Director of Human Resources, in the analysis and development of policies and practices regarding effective human resource management for the organization.
- Recommend and coordinate appropriate compensation for employees to ensure the district remains competitive in the recruitment and selection of organizational leadership.
- Advise the General Counsel /Executive Director of Human Resources, regarding organizational development and long-range staffing and succession planning needs.
- Monitor and ensure the use of the evaluations systems, providing training as necessary. Evaluate the effectiveness of performance appraisal systems for all district employees, implement changes to the performance appraisal system based on organizational need.
- Ability to recognize and identify trends or challenges in area of responsibility and successfully interpret data and draw conclusions. Recommend or deploy a strategy to initiate systemic change or make district wide improvements.

Consultant/Advisor/Leader

- Provide internal consulting services to the General Counsel /Executive Director of Human Resources, Cabinet members, Principals and Department leaders providing direction and recommendations regarding improved organizational and departmental efficiencies.
- Serve as resource and advisor to Cabinet members, Principals, Department leaders and supervisory personnel regarding employee performance. Provide direction to supervisors during the employee discipline process, work in collaboration with General Counsel's Office to ensure recommendations for discipline are well documented and meet legal and contractual requirements.

- Develop, provide and manage staff development for administrators and employees, on best practices and human resources compliance.
- Direct the organizations overall process in recruiting, selecting and assigning of classified and non-classified employees; ensure compliance with federal, state and local laws; bargaining unit language; and district policies and practices. Develop and recommend appropriate employment policies and procedures to ensure the process of recruitment, selection, and assignment of personnel operates in an optimum manner.
- Direct the training, including new hire training and development programs for non-licensed employees ensuring that all district employees meet the current future needs of the organization and the students it serves.
- Direct and conduct the investigation of matters involving employee performance, alleged misconduct or policy violations; ensure reports and recommendations for discipline are completed in accordance with due process and contractual obligations.
- Direct the effective utilization of the districts substitute employee program. Analyze statistical data regarding the use of substitutes, provide information and develop reports to share with administration for organizational planning and decision-making purposes.
- Provide regular updates and presentations to the Board at Board meetings.

Compliance

- Develop and monitor Employee Services procedures to ensure on-going compliance with federal, state, and local laws; bargaining unit language; and district policies and practices.
- Serve as district EEO Officer

Miscellaneous

- Prepare, recommends and monitors program budgets for the allocation of resources in the areas of responsibility.
- Perform other tasks and assumes other responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Employee Services Manager, Staffing Supervisor, Employee Services Administrative Assistant. All staff members in Employee Services report up to the Director of Employee Services. The Director of Employee Services has responsibility for the overall 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 problems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's Degree in Human Resources, Public Administration, or Business and five years working in human resources or related area; OR an equivalent combination of education, training and experience as determined by Human Resources.

CERTIFICATES, LICENSES, REGISTRATIONS

Master's Degree and experience in a school environment or the public sector is preferred. 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.

Experience serving as primary and lead investigator, including report writing.

Ability to make ADA accommodation determinations.

Ability to engage in collective bargaining negotiations.

Ability to present concisely and effectively to senior leadership and the Board of Directors.

(This job requires nights and evenings as necessary, including regular attendance at evening board meetings.)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, speak, and hear. The employee is required to stand, reach, walk, 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. Reasonable accommodation may be made to enable individuals to perform the essential functions. The noise level in the work environment is usually quiet. This job requires nights and evenings as necessary, including regular attendance at evening board meetings.