

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

**Title:** Executive Director of Human Resources  
**Department:** Human Resources  
**Reports To:** Superintendent  
**Prepared Date:** January 2023

**SUMMARY OF RESPONSIBILITIES**

Contribute to strategic and tactical organizational leadership by ensuring that the human resources function, including Employee Services and Labor Relations, plays a strategic partnership role in accomplishing the mission of the organization. Directs and leads the District's Employee Services and Labor Relations and Benefits Departments essential functions including alignment of work with the District's mission; employee services; performance management and improvement; classification and compensation; benefits; collective bargaining and labor relations; and compliance. Serve as the District's Chief Labor Relations Negotiator. Lead and manage the overall human resource function including recruitment, retention, staffing, professional development, appraisal, corrective action, compliance, policy, and budget.

**DUTIES AND RESPONSIBILITIES**

**The Executive Director of Human Resources performs the following duties including, but not limited to:**

**Leadership and Planning**

- Participate on the Superintendent's Cabinet which provides strategic and tactical organizational leadership.
- Ensure that the human resource function supports the vision, mission, and core values of the organization.
- Collaborate on the development and revision of policies related to the human resource functions.
- Plan and execute continuous improvement processes for areas of responsibility; invite input and feedback.
- Facilitate the development and implementation of strategic initiatives in areas of oversight to support the mission and goals of the District.
- Monitor relevant outcomes and prepare periodic reports to display progress toward strategic goal accomplishment.
- Oversee the recruitment, selection, assignment, and orientation process for all District employees.
- Oversee the recruitment, selection, assignment, and orientation of substitute employees.
- Serve as the District lead representative in all employee relations and labor relations issues.
- Serve as the District's Title IX Coordinator for staff.
- Attend all school board meetings, work sessions and other meetings as necessary; make presentations to school board and staff.
- Research, develop, and implement workplace efficiencies for human resources.
  - Assess the effectiveness of current operations and improvements.
  - Recommend and oversee changes in procedures to improve effectiveness and service.
  - Facilitate ongoing collaboration between District employees and departments.
- Assure compliance with laws and District policies in areas of human resources.
- Provide recommendations and updates to the School Board as directed by the Superintendent.

**Labor Relations and Benefits and Employee Services**

- Build shared vision for human resources; communicate vision and related actions.
- Oversee a system to set performance expectations, appraise performance, improve performance and provide corrective action as necessary for all employees.
- Ensure development, implementation, and improvement of employee evaluation systems.
- Provide support, training, and professional development to employees to ensure effective performance.

- Design and implement systems to successfully process employee complaints, workplace conduct investigations, and employee discipline.
- Direct managers and supervisors in effective talent management strategies.
- Serve as the District's lead negotiator for all labor contracts; ensure record maintenance of all collective bargaining agreements.
- Provide administration of all employee agreements and collective bargaining contracts.
- Coordinate action on grievances filed by labor unions.
- Assist in arbitrations as directed by the General Counsel; collaborate with General Counsel on employment matters.
- Supervise the submission of required reports related to federal and state laws concerning pay equity and comparable worth, benefits, unemployment compensation, labor relations, occupational safety and health, and worker's compensation.
- Provide assistance to department administrators in the assumption of general administrative responsibility within their departments.
- Supervise staff in the performance of all human resource functions.
- Ensure job descriptions are accurate and well defined for every employee position.
- Manage classification and compensation systems, and direct staff involved in implementation to ensure compliance with pay equity requirements.
- Set strategic direction in benefits to ensure effective use of resources.
- Oversee compliance with federal and state laws for school district employee benefit programs.
- Select and supervise external human resource consultants and specialists to coordinate the District's use of insurance brokers, insurance carriers, pension administration, and other outside service providers.
- Oversee and manage the transfer, dismissal, promotion, resignation, and retirement of all employees.
- Maintain record keeping systems for all human resource functions.
- Utilize data to improve the human resource functions, processes, systems, and procedures.

### **Miscellaneous**

- Communicate effectively with stakeholders.
- Advise the Superintendent of areas of human resources.
- Prepare, recommend, and monitor program budgets for the allocation of resources in the areas of oversight.
- Oversee process to prevent and/or mitigate loss, risk to or from personnel, and risks arising from the work environment.
- Perform other tasks and assume 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, development, 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**

Master's Degree in Human Resource Management, Public Administration, Labor Relations, Education Administration, business management or related area.

Requires five years related experience, preferably in public sector human resources and/or an educational setting; or equivalent combination of education and experience. Requires supervisory experience.

## **PREFERRED QUALIFICATIONS**

Prior experience working in a school district or local government agency preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) preferred. Prior experience working in a school district or local government agency preferred.

## **KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of all areas of human resources function including strategic leadership; staffing; performance management; employee investigation and discipline; classification and compensation; collective bargaining; labor relations; employee relations.

Knowledge of Minnesota Data Practices Act.

Knowledge of employment laws affecting school districts.

Highly 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 and engage with 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 legal documents.

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

In-depth knowledge of the federal, state, and local laws pertaining to ADA, FMLA, EEO, Title IX, Title VII, and Minnesota Government Data Practices Act.

Ability to conduct fact-finding investigations from initiation through conclusion.

Ability to maintain regular attendance, which includes completing an assigned day, and attending evening and weekend obligations such as labor contract negotiations and Board meetings.

## **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.