

**Vail School District
Job Description**

Job Title: ASSISTANT DIRECTOR OF HUMAN RESOURCES

Department: Human Resources

Reports To: Chief Administrative Officer

FLSA Status: Exempt

Classification: Classified, Professional Contract

Level: 24

Revised: 04/22/2014

SUMMARY: Assists the Chief Administrative Officer in coordinating Human Resources department functions. Services as a liaison to and is responsible for assisting district leadership, employees, and potential employees with all aspects of Human Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervises and coordinates the work of assigned Human Resources staff. Encourages the ongoing professional development and training of the Human Resources staff.

Responsible for maintenance of all personnel records, including applications, current certificated and classified employee lists, assignments, salaries, credential information, required health tests, various leave accruals and vacation schedules.

Collaborates with other administrators regarding employee evaluations and teachers on improvement plans.

Researches and recommends and collaborates with district supervisors regarding employment practices, employment relations, coaching, counseling, disciplinary actions, and terminations.

Conducts or assists with investigations when employee complaints or concerns, as assigned.

Coordinates all Human Resources training programs, and assigns the authority/responsibility of Human Resources and managers within those programs.

Acts as liaison between the district and outside agencies and institutions in Human Resources related subjects. Represents the Chief Administrative Officer as Human Resources designee as assigned.

Assists in wage and salary administration and produces various research reports as requested.

Maintains an adequate compensation/classification program providing administrative, certified, and classified job descriptions of a generic nature and arranges for position audits as needed.

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Coordinates the management of the benefits program.

Maintains and monitors industrial injury and unemployment insurance claims on behalf of the district.

Ensures the district is in compliance with governing board policies and relevant laws related to Human Resources functions.

Provide technical and procedural guidance to employees and administrators regarding the development, implementation, and interpretation of all personnel policies, procedures, and programs.

Makes timely and appropriate recommendations regarding establishing and maintaining compliance with applicable federal, state, and local labor laws and regulations.

Queries employee databases and develops data analysis for special projects. Generates, manage, and complete special projects as assigned.

SUPERVISORY RESPONSIBILITIES

This position supervises all employees assigned to the Human Resource department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in personnel, human resources, business administration, public administration, or comparable degree from an accredited four-year college or university. Professional level experience administering personnel policies, procedures, and programs in the public sector may substitute for any or all degree requirements.

Candidate must have at least five (5) years of progressive Human Resources experience with at least three (3) or more years of increasingly progressive Human Resources supervisory roles. Broad knowledge in multiple areas of human resources management and excellent interpersonal, organizational, problem solving, analytical and verbal and written communication skills is preferred. Must have the ability to effectively interact with all levels of employees, faculty, staff and students. Experience in academic environment strongly preferred. Master's degree in related field is preferred. PHR or SPHR certification preferred or must be able to obtain within twenty-four (24) months from start date.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and

government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, students, parents, community members, Governing Board, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

Position requires considerable independent judgment, ability, and professional knowledge in the areas of employee benefits, employment techniques, policy interpretation, and computer operations and requires initiative and resourcefulness.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid Arizona drivers license and proof of minimum automobile insurance coverage.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.