

## **Vail School District Job Description**

**Job Title:** Human Resources Supervisor

**Department:** Human Resources

**Reports To:** Director of Human Resources

**FLSA Status:** Exempt

**Classification:** Level 23

**Updated:** April 23, 2013

### **SUMMARY**

Under the direction of the Director of Human Resources, acts as a lead in the delivery of human resource services. This position is responsible for performing in-depth and complex human resources duties under minimal supervision.

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

Selects, trains, motivates and evaluates assigned staff; works with employees to correct deficiencies; implements improvement plans and discipline procedures; and may recommend disciplinary actions.

Communicates with other employees, departments, administrators, applicants, and the public for the purpose of providing information, guidance, and assistance concerning recruitment, employment, transfers, personnel records, employee benefits, leaves, certifications/licenses, evaluations, and related legal requirements.

Ensures effective and appropriate policies and procedures are followed for the purpose of being timely, accurate, legal, and to meet department and district organizational objectives.

Coordinates the substitute, coach, classified, professional, and certified employment process for the purpose of meeting district staffing requirements while complying with established guidelines, ensuring HR Specialists are doing the same.

Coordinates the activities of other HR Specialists and assigned HR staff for the purpose of ensuring all appropriate duties are accomplished in a satisfactory manner and deadlines are met effectively and efficiently.

Monitors and complies with personnel recordkeeping procedures.

Manages the district's benefits and retirement programs; recommends plan document modifications; supervises open enrollments; and monitors contract renewals. Maintains financial data relating to health care costs (monthly claims, administrative costs, utilization, analysis of benefits plans). Solicits recommendations to district information materials, policies, regulations, and procedures, as appropriate.

Manages the district's recruitment and employment processing programs; recommends and implements changes to processes; oversees vacancy postings; personnel action request (PAR) processing; preparation of documents and reports for the governing board; and compliance with district and legal requirements.

Manages the district's substitute employee program; recommends changes and modifications to procedures and handbooks; recruits, interviews, and selects substitute staff; ensures orientation and applicable training; coordinates assignments to meet the needs of the district; investigates complaints and issues and makes recommendations for follow up actions; supervises the substitute staff coordinator.

Makes recommendations to the Director with regard to establishing and maintaining compliance with acceptable federal, state, and local labor laws and regulations.

Identifies, researches and develops data analyses for special projects, as assigned. Attends and participates in professional groups, committees, and seminars; stays abreast of new trends and developments in the field of human resources, training and management.

### **SUPERVISORY RESPONSIBILITIES**

This position supervises assigned Human Resources support staff and applicable temporary employees and volunteers.

### **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, management, public administration, or other related field, plus minimum of five years of increasingly responsible professional experience in a human resources department in the administration of employee benefits, recruitment, training, or labor relation. Demonstrated experience in and proficiency with HRIS programs, application and employment processing and tracking, substitute employee management, computer applications (spreadsheets, Word, presentations, email, etc.). Or any equivalent combination of relevant education, training, and experience as approved by the Superintendent.

### **ABILITIES**

Knowledge of principles, theory, and practices used in human resources administration and practices. Knowledge of pertinent federal, state, and local laws, codes, regulations, and district policies and procedures. Ability to exercise extremely good judgment to identify problems and develop appropriate and viable solutions. Ability to maintain a very high level of confidential information. Ability to establish and maintain collaborative, cooperative and professional working relationships with subordinates, other employees, community members and others in connection with the course of assigned work.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

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.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Ability to obtain and maintain the designation of professional in human resources (PHR) within 12 months of being placed in this position. The ability to obtain and maintain the designation of senior professional in human resources (SPHR) within three years of being placed in this position. Another relevant personnel designation or certification may be substituted in lieu of the PHR, as approved by the Director of Human Resources.

### **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 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 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Must maintain a condition of excellent physical and mental health.

### **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.