



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Director of Human Resources

Department:

Human Resources

Immediate Supervisor:

Superintendent

Grade Placement:

22

FLSA Status:

Exempt

Job Summary:

Under the direction of the Superintendent, the Director of Human Resources is responsible for the administration of multiple human resource department functions. Duties of the position include responsibility for employee onboarding, insurance benefit administration, employee leaves of absence, salary lane changes, the creation and maintenance of personnel data, monitoring of performance evaluations, mandatory employee training, all state and federal reporting and providing exceptional customer service to the department's internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. New Employee Onboarding

- a. Conducts new employee orientations for benefits-eligible employees.
- b. Distributes, reviews for completeness, and collects all new employee documentation ensuring compliance with district department policies and procedures and state/federal laws. Enter information into the HR system and student management system.
- c. Reviews benefit options and assists with benefits enrollment processes.
- d. Directs the follow-up on all new employees for payroll and benefits to ensure the employee file is complete.
- e. Updates and revises new employee handbook.
- f. Updates, maintains, and distributes employee seniority lists as required by collective bargaining agreements.
- g. Determines and authorizes payroll changes including lane changes, salary increases, terminations, new hires, pay deductions, etc. Manages the processing, computing, recording and reporting of compensation related actions and negotiated items on all employees. Creates contracts/work agreements for new and continuing contracts yearly.
- h. Works to maintain a positive relationship between employees and district administration. Assists employees and administration with issues that arise regarding payroll process and work issues.

2. Employee Insurance Benefits

- a. Interprets benefits sections of employee agreements and determines insurance eligibility.
- b. Assists employees with benefit plan inquiries and requests for status changes based on qualified events as defined by the Internal Revenue Service (IRS).
- c. Sends online benefit enrollment and status change link employees for processing and monitors receipt.
- d. Manages third-party administrator's online system for open enrollment, employee status changes, benefit terminations and COBRA notices.
- e. Monitors and administers insurance benefits for employees on approved leaves of absence.

- f. Maintains confidentiality of all department materials and insurance benefit information.
- g. Attends and represents department of annual employee insurance information sessions.

3. Employee Leaves of Absence

- a. Manages employees leaves of absence including FMLA, child care, medical, etc.
- b. Assists employees with requests for leaves of absence including providing processes, necessary forms, etc.
- c. Receives and processes employee requests for leaves of absence including required medical documentation.
- d. Utilizes Department of labor forms for leaves pursuant to the Family and Medical Leave Act (FMLA).
- e. Processes leave paperwork in compliance with district policies, employee work agreements, and state/federal law.

4. Employee Performance Evaluations and Probationary Status

- a. Maintains and distributes schedules for evaluation of licensed and non-licensed employees to supervisors.
- b. Monitors annual records to ensure employees have been evaluated in a manner consistent with their work agreement including six (6) month initial reviews, annual reviews, and probationary teacher evaluations. Works with supervisors to ensure performance evaluation timelines are met.
- c. Monitors probationary teacher files to determine who qualifies for continuing contract status and provides names to department administrative assistants letter preparation.

5. Human Resource Software Management System

- a. Serves as department contact for system updates, maintenance and training.
- b. Updates and maintains employee information for staffing, budgeting and negotiation costing purposes.
- c. Receives and processes resignations, terminations and retirements for employees including ending assignment in human resources/finance systems and submitting COBRA notice requests to third-party administrator.

6. Employee Negotiations of Terms and Conditions of Employment

- a. Works directly with Superintendent on negotiations of all district Unions and other groups.
- b. Attends all negotiations meetings
- c. Provides background and research for employee negotiations including salary surveys and market studies.
- d. Copies and files confidential and negotiation materials.
- e. Maintains security and confidentiality of all confidential and negotiation materials.

7. Implements, compiles, and prepares various reports for federal, state and local officials/agencies including Minnesota Department of Education Staff Automated (STAR) reporting.

8. Assists teachers in compiling and documenting information necessary for applying for lane changes. Reviews information to ensure completeness. Enters new salary information into the HR system in accordance with district procedures and contract requirements.

9. Oversees district's automated substitute calling system and stays abreast of software enhancements.

10. Provides employee training to building/department administrative assistants and ongoing staff development.

11. Manages workers compensation claims, reporting, including OSHA reporting.

12. Title IX coordination and investigation.
13. Oversees payroll processing activities for the district.
14. Performs Exit Interviews.
15. Prepares staff communications.
16. Performs other duties as assigned but not limited to the following:
 - a. Attends training sessions, district in services or staff meetings.
 - b. Assists in special projects, as appropriate.
 - c. Learns and is cross trained in other administrative and support functions within the department/program/building.
17. Attends work regularly and punctually.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Bachelor's Degree or equivalent required. Relating to Human Resources, Business Administration, or related field.
- Minimum of five (5) years of work experience in human resources or related field.

Knowledge required to perform the essential functions of the job:

- Proficiency in Microsoft Office, Google Docs, Adobe Acrobat and other advanced computer skills.
- Knowledge of collective bargaining procedures, public sector labor and employment law.
- Ability to understand spreadsheets and apply mathematical principles to staffing; computer skills in use of information systems.
- Ability to communicate with a variety of personnel; ability to verbally problem solve.
- Knowledge of payroll, benefits and tax reporting.
- Communication skills that target problem resolution and enhance customer service.
- Ability to understand and apply human resource and employee relation concepts, principles, laws, rules and processes.
- Knowledge of district administrative policies and procedures.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Planning, administering and implementing human resource programs, reporting and functions.
- Maintaining strict confidentiality in handling sensitive employee documentation and information.
- Analyzing and interpreting collective bargaining agreements.
- Writing reports, business correspondence and procedure manuals.
- Effectively presenting information and responding to questions from groups of administrators, supervisors, employees, vendors, and the general public.
- Defining problems, collect data, establish facts, and draw conclusions.
- Developing effective working relationships with staff.
- Communicating clearly and concisely, both orally and in writing
- Applying knowledge of current research and theory in specific fields.
- Performing duties with awareness of all district policies.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.