



# Sacaton School District #18

## JOB DESCRIPTION

JOB TITLE: **Human Resources Director**

Position Type: **Exempt**

Department: **Human Resources**

Salary: **\$75,000.00**

Reports to: **Superintendent, Governing Board, and**

Term of Employment: **12 months**

**Governing Board President**

Governing Board Approved: **October 10, 2019**

*The applicant must score a minimum of 80% on the structured interview process to proceed.*

### **Position Summary**

Provides strategic leadership and direction for all aspects of human resources functions for the District, including classification and compensation, employee relations, recruitment and selection, affirmative action, training and development, HRIS, and benefits. This is a full-time, 12 months, benefit-eligible position.

*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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**JOB GOAL:** To support the mission of the district goals, procedures, and policies in the best interest of the student by professionally carrying out assigned duties and participating in the improvement and refinement of related areas.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIRED:**

- Must have the authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Bachelor's degree in Human Resources Management or related field; or any equivalent combination of education and experience sufficient to perform the essential duties of the job and/or as approved by the District Governing Board or their designee.
- Must have and maintain a valid Arizona Identity Verified Prints (IVP) Fingerprint Clearance Card (AZ IVP FPCC).

### **Preferred:**

- Considerable (7 to 10 years) of related experience, 3-5 years Director level experience, and a Master's degree in Business, Human Resources Management, or directly related field.
- Experience in a postsecondary educational setting. SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) credential.
- Experience with HRIS administrative systems. Experience in compensation and benefits, including section 125 plans and retirement plan options.

### **Requirements:**

- Adhere to the District vision, mission, core values, and goals in collaboration with staff.
- Demonstrate the ability and desire to provide outstanding customer service.
- Demonstrate a high regard for confidential and sensitive information.

### **Essential Duties and Responsibilities:**

- Plans, organizes and manages all human resources functions, activities and support services for management, academic and classified employees.
- Advises District administration, other departments, faculty, and staff related to the interpretation, implementation, and legal aspects of District and Human Resources policies and procedures and federal and state employment regulations. Provides mediation for employee conflicts or recommends an outside mediator as necessary.
- Develops and implements District policies and procedures, plans, and implements procedures for the department. Establishes and implements short-and long-term goals and objectives for the department and related functions.
- Assists in developing and implementing District strategic planning efforts.
- Participates in the design and implementation of employee surveys in the area of satisfaction, salary, benefits, turnover, and other areas to gauge the climate level of institution.
- Responsible for creating the department's annual budget and other related fiscal duties such as management reporting and ensuring cost-effectiveness in HR areas.
- Supervises and trains the human resources staff. This includes making hiring and termination recommendations, measuring the performance of the department and all related staff, and carrying out disciplinary actions when necessary.
- Provides technical expertise and assistance with District-wide performance management.
- Investigates employee grievances and complaints, and violations of employee policy and/or procedure, including EEO and sexual harassment, by gathering evidence, preparing reports, interpreting findings of research to draw conclusions, taking corrective action, and/or making recommendations to the administration as appropriate. May work in conjunction with legal counsel.
- Oversees District recruitment initiatives, onboarding, and workforce planning to ensure effective delivery of employment services.
- Responsible for District compliance with the American's with Disabilities Act, all Equal Employment Laws, Fair Labor Standards Act; Family Medical Leave Act; and other employment-related federal and state regulations. Serves as Title IX Compliance, ADA and Affirmative Action Officer.
- Represents the District and the department on various internal and external committees, such as the monthly administrative leadership meetings and bi-monthly meetings with the Superintendent.
- Collaborates with leadership and peers for the divisions of Academic Affairs, Business & Administrative Services, Institutional Advancement, and Student Development & Community Engagement in the delivery of HR services.
- Keeps current in the field through memberships in various Human Resources associations, such as SHRM, IPMA, World at Work; and CUPA/HR.
- Other duties as assigned.

## **Knowledge, Skills, and abilities**

### **Knowledge of:**

- The principles and practices of public personnel administration
- Applicable state and federal laws and regulations
- Modern supervisory principles and practices
- Knowledge of office automation such as Microsoft Office applications and Human Resources Information Systems (HRIS)
- Recruitment and selection methods and techniques
- Position classification, compensation, and benefits administration
- Statistical concepts and methods used in Human Resources processes
- Principles of business and public administration
- Principles of employee relations methods and techniques
- Budget preparation and fiscal management
- Financial/business analysis techniques

### **Skill and the ability to:**

- Work effectively in a school district environment
- Maintain confidentiality and to communicate with tact and diplomacy
- Analyze and interpret complex data and issues, prepare written reports and present information clearly and concisely, both orally and in writing
- Foster a collaborative and service-oriented approach to human resources management
- Establish operational standards for the department
- Analyze and interpret federal and state regulations and District policies and procedures.

### **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 and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close 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.

The District is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.

**NOTE:** This job description is not intended to be all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.