



Human Resource Director

SUMMARY

Under limited supervision, plans and directs the operations and staff of the Mandan Public Schools (MPS) Human Resources (HR) work group; provides advice and counsel to school management and staff for resolution of HR issues, and assures MPS compliance with HR regulations, policies, and agreements.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Directs Human Resources (HR) operations for MPS; exercises independent judgment within broad policy guidelines; provides leadership, direction, and guidance in HR strategies, policy development, and priorities; monitors changes in state and federal HR regulations, standards, and legislation.
- Manages HR functions and activities for MPS, including compensation, benefits, recruitment, retention, training, staff development, employee relations, dispute resolution, regulatory compliance, personnel policies, records management, and safety.
- Serves as principal advisor to the School Superintendent on HR issues; compiles, evaluates and analyzes information, and recommends and implements solutions; assures the HR activities and procedures are in compliance with all laws, policies, regulations, and standards.
- Leads MPS activities to formulate plans and objectives to align human capital management plan with organizational strategic plan; promotes a productive work environment, and develops the MPS staff to meet the current and future needs of the organization.
- Provides advice and consultation to MPS managers on dispute resolution, performance issues, and the interpretation and correct application of policies and procedures; mediates employee relations issues and assists with disciplinary actions; reviews and approves employee status changes.
- Counsels MPS staff on HR policies, procedures, and employment issues; assures the consistent interpretation and application of federal and state regulations, and MPS policies and procedures.
- Monitors HR Department operations and assures the quality of the services and work products; coordinates liability and benefits issues with vendors and outside agencies.
- Manages HR staff, develops priorities, and assigns tasks and projects; develops staff skills and training plans, and conducts performance evaluations; meets regularly with staff to discuss and resolve priorities, workload, technical, and recordkeeping issues.
- Supports the relationship between the Mandan Public School District and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and District staff; maintains absolute confidentiality of work-related issues, client records, and District information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Bachelor's Degree in Human Resources, Business or Public Administration, or related field; AND three years of professional Human Resources program management experience; OR an equivalent combination of education, training and experience.

Knowledge of:

- MPS organization, operations, policies, and procedures.
- State and federal laws, statutes, rules, codes, and regulations governing HR functions, including North Dakota Century Code - Title 34 - Labor and Employment.
- Principles and practices of public sector personnel administration, including management of personnel files and confidential records.
- Techniques and practices for efficient and cost effective management of resources.
- Legal, ethical, and professional rules of conduct for government employees.
- Research and analysis principles for compensation and wage structure systems.
- Design and management principles for employee benefits program.
- Principles of recruiting, training, workplace safety, and organizational development.
- Record keeping and file maintenance principles and procedures.
- Safety rules and regulations, occupational hazards, and safety precautions.

Skill in:

- Interpreting, and applying employment standards and procedures, applicable federal and state rules and regulations, and MPS policies and procedures.
- Using initiative and independent judgment within established procedural guidelines.
- Analyzing problems, resolving disputes and grievances, and recommending effective solutions.
- Answering questions, enforcing policies, and resolving problems on recruiting and selection issues, including FMLA, ADAAA, FLSA, Veteran's rights, and Title VII of the Civil Rights Act.
- Developing and administering human resources plans, policies, and procedures.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Preparing, maintaining, and reviewing human resource records, reports, and documentation.
- Enforcing and maintaining safety standards.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License is required. Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) from the Society for Human Resource Management (SHRM) or HR Certification Institute (HRCI) is preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment.