

DIRECTOR OF HUMAN RESOURCES-CONFIDENTIALMANAGERIAL

GENERAL STATEMENT OF DUTIES:

This highly responsible position involves assisting in the day-to-day operations of the school district's Human Resources department. The individual in this role is tasked with supervising and performing a wide variety of essential HR functions. These responsibilities include maintaining and securing all employee personnel records, administering comprehensive employee benefits programs, and managing the district's risk management initiatives. Furthermore, this position plays a critical role in labor relations, assisting with contract administration and grievance procedures.

The incumbent also oversees the entire recruitment and onboarding process, from attracting new talent to welcoming them into the district family, while also developing and implementing employee training programs and new policies. Finally, this individual is involved with budget oversight and provides vital counsel to principals and department heads on all personnel and civil service matters. The work is performed with a wide latitude for independent judgment under the general direction of the Assistant Superintendent for Human Resources and the Superintendent of Schools. Supervision may be exercised over paraprofessional and support staff, and the nature of the role may require assignments outside of normal working hours.

EXAMPLES OF WORK:

- Annually reviews and makes recommendations to executive management for improvement of the agency's policies, procedures and practices on personnel matters. Ensures compliance of all Board of Education personnel policies.
- Acquires and maintains up-to-date knowledge of employment legislation and best practices in the human relations field. Is responsible for Newburgh Enlarged City School Districts compliance with federal and state legislation pertaining to all personnel matters.
- Assists with development and implementation of district wide programs to encourage and support equity, diversity and inclusion in the workforce.
- Facilitates, recommends and evaluates City employee mandatory training and professional development events.
- Posts job vacancies; receives, maintains and reviews job applications; obtains background checks for applicants; check references; schedules pre-employment medical exams and random drug and alcohol screenings.
- Schedules and participates in pre-employment and promotional interview process.
- Provides for the advancement of equity, diversity and inclusion in workforce recruitment and retention programs.
- Develops and administers new employee orientation program.
- Assists the Assistant Superintendent Human Resources and Superintendent of Schools in preparing for and conducting annual performance reviews for all staff.
- Participates in collective bargaining negotiations, administers and maintains collective bargaining agreements.
- Works directly with department heads to assist them in carrying out their responsibilities on personnel matters.

- Develops and maintains a secure system for maintaining confidentiality of all personnel records, including required certifications, trainings and testing for each employee, records and maintains information and issues notice of expiration dates and lapses to department heads.

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- Periodically conducts internal audits on employee benefits, paychecks, paystubs, compensatory time and deductions as necessary.
- Coordinates with Finance Dept. and Workers' Compensation carrier to facilitate Workers' Compensation Program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:

Understanding of School District Operations: Comprehensive understanding of the various functions and inter-relationships within a school district, including academic instruction, student support services, business office functions, transportation, and facilities management.

Project Management: Proven experience in managing HR-related projects, such as implementing new employee benefits, developing a new hiring process, or updating the district's personnel policy manual.

Data Management and Organization: Ability to effectively plan, organize, and maintain confidential employee data, ensuring compliance with privacy regulations and district policies.

Interpersonal and Communication Skills: Excellent ability to build and maintain effective working relationships with diverse stakeholders, including district leadership, principals, teachers, support staff, union representatives, and prospective employees. This includes communicating complex information clearly and respectfully, both orally and in writing.

Judgment and Initiative: Demonstrated ability to exercise sound judgment and take initiative in resolving sensitive HR issues, such as employee conflicts, disciplinary matters, or grievances, while adhering to legal and ethical standards.

Recruitment and Retention: Expertise in developing and executing strategies to attract, hire, and retain high-quality talent for all roles within the school district, from certified teachers to administrative and support staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Thorough knowledge of the principles, practices and methods of Human Resources;
- Thorough knowledge of the organization and conduct of activities;
- Good knowledge of the methods and procedures involved in the administration of personnel practices and employment policies and procedures;
- Ability to supervise, train and evaluate personnel; ability to develop data in the preparation of reports;
- Ability to present ideas effectively, both orally and in writing;

- Ability to establish and maintain effective working relationships with city officials, administrators, other employees and the general public, including persons of various social and economic backgrounds;
- Ability to evaluate program effectiveness and assess needs;
- Thoroughness and dependability, courtesy, tact, good judgment, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either;

- A. Graduation from a recognized college or university with either a Master's Degree in Human Resource Management or Education/Public Administration or closely related field, and a minimum of two (2) years of human resource management or related field involving public sector and/or unionized employment; or;
- B. Bachelor's Degree in Human Resource Management, Educational/ Public Administration or closely related field and a minimum of four (4) years of human resource management or related field involving public sector and/or unionized employment