



DIRECTOR OF HUMAN RESOURCES

“Every Student Connected to Community and Empowered to Succeed.”

JOB TITLE: Director of Human Resources

FLSA CATEGORY: Exempt

PAY RANGE: \$111,620.00 - \$146,377.00

JOB PROFILE:

REVISION DATE: 2023

REPORTS TO: Chief Administrative Officer

Purpose:

Provide strategic leadership and management of all aspects of infrastructure, policies, programs, and systems related to the District’s workforce in collaboration with District leadership teams and human resources colleagues. Implement equity-minded leadership and effective change management including a focus on outcomes. Provide expertise and guidance in all areas of human resources, working closely with the Chief Administrative Officer to support the district’s strategic goals and mission. Responsible to lead and implement best practices in human resources, as well as in advancing diversity, equity and inclusion. Through technically adept and data driven practices, responsible for strengthening HR systems and procedures and for ensuring continuous improvement in strategic and focused HR outcomes.

Supervisory Relationship:

This position provides organization-wide leadership and either directly or indirectly supervises all Human Resources staff in the District, including exempt staff, non-exempt staff, managers, and supervisors.

Roles & Responsibilities:

1. Plan, direct, and oversee all human resource and of the District, including recruitment and selection, worker classification and compensation, employee and labor relations, dispute resolution, negotiations, training and development, affirmative action/equal opportunity employment, wellness, and benefits, succession planning, human resources information systems, and policy administration.
2. Oversee the development, implementation, and administration of the District’s affirmative action plan. Oversee diversity-related recruiting efforts, develop strategies for retention of a diverse staff, and facilitate staff development that fosters appreciation of the contributions of a diverse staff to accomplishment of district goals.
3. Oversee and ensure equitable and legal administration of leave policies; guide the



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interactive process for accommodations needed by employees. Ensure compliance with all leave and disability-related laws.

4. Handle routine labor relations and inquiries related to policies, procedures, and bargaining agreements. Provide contract interpretation, investigation guidance, and advice on a full range of employee relations matters including informal and formal grievances, development of performance management plans, disciplinary issues, employee assistance referrals, and reduction in force issues.
5. Serve as the initial contact and liaison for intake and assessment of employee complaints. Conducts interviews and gathers information for investigations such as those related to harassment allegations, work complaints, or other similar concerns of fairness and equity.
6. Provide leadership in the development and implementation of teacher/administrator effectiveness and growth systems and the employee evaluation program for all staff, with an emphasis on common accountability for contributing to student success.
7. Oversee disciplinary actions toward employees to ensure fair, equitable, and lawful processes. Manage highly complex employee relations' cases, conflict/grievance resolutions, and respond to complaints on behalf of the District.
8. Strategically plan and implement activities, events, and services that engender pride in being a district employee and that foster positive employer-employee relationships.
9. Ensure compliance with all federal, state, and local laws, rules and regulations bearing on human resource management and employment in a public school system. Review and respond to employment-related legislative bills.
10. Provide professional management, consultation and advice to District directors, administrators, and supervisors regarding legal compliance, contractual obligations, District policies, effective human resource practices, and ethical practices.
11. Represent the District before the Board of Directors on collective bargaining, compensation, and other staffing-related matters.
12. Collaborates to establish appropriate service and staffing levels, monitor, and evaluate the efficiency and effectiveness of service delivery methods and procedures, allocate resources accordingly, and assist school administrators in determining staffing requirements.
13. Develop, plan, and implement human resource department goals and objectives; formulate, recommend, and administer policies and procedures; evaluate the effectiveness of programs and practices, and modify strategies to achieve goals; translate Board and District goals into HR strategic and tactical plans; develop and administer the department's annual operating budget; provide for professional development of department staff; and ensure the completion of strategic plan action items.



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14. Contribute to the achievement of the District's educational mission and overall goals by developing and implementing human resource practices that are state-of-the-art, professional, and future-oriented.
15. Provide assistance and support for team members and projects as needed.

Minimum Qualifications:

The District strives to expand representation at all levels of its workforce and to creating an inclusive and diverse workplace reflective of our student population. Studies have shown that minoritized individuals often disqualify themselves from opportunities because they do not exactly fit all of the requirements. We strongly encourage individuals of the BIPOC community (culturally and linguistically diverse), LGBTQ, disabled, women and veterans to apply despite hesitation over qualifications. Eugene 4J is looking for individuals who are willing to grow and be dedicated to ensuring that every student is connected to community and empowered to succeed.

Education:

- Bachelor’s degree in human resources or related field with a master’s degree preferred.

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Experience:

- Minimum five years as human resources manager and leader; experience in the educational environment preferred.
- Professional HR Certification required (pHCLE, SPHR or SHRM-SCP)
- Comprehensive expertise in all areas of human resources (labor management, negotiation, collective bargaining agreement implementation, benefits and compensation, staffing, evaluation)
- Strong interpersonal, collaboration and communication skills.
- High-level of emotional intelligence and proven skill in employee relations, customer service expertise and conflict negotiation.
- Ability to lead various groups, work in diverse teams, and build consensus among divergent perspectives.
- As a leader, model the principles and values of diversity, equity and inclusion.



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Equivalency to the education and experience outlined above will also be considered:

An equivalent combination of education and/or experience equaling eight (8) years will be evaluated. However, there will be no substitution for the three (3) years of supervision of staff, project coordination, resource proposals, planning and monitoring within a single operational or focus area.

Specific preferences for types of experience, if any, will be identified at the time of recruitment. It is important to note that these are not qualification criteria. They are simply additional screening criteria that will be utilized to help determine the best candidates.



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Skills:

Basic Skills: Background structures needed to work with and acquire more specific skills

Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Writing	Communicating effectively in writing as appropriate for the needs of the audience.
Speaking	Talking to others to convey information effectively.
Mathematics	Using mathematics to solve problems.
Science	Using scientific rules and methods to solve problems.

Process Skills: Procedures that contribute to the more rapid acquisition of knowledge and skill

Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
Active Learning	Understanding the implications of new information for both current and future problem-solving and decision-making.
Learning Strategies	Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
Monitoring	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Social Skills: Developed capacities used to work with people to achieve goals

Social Perceptiveness	Being aware of others' reactions and understanding why they react as they do.
Coordination	Adjusting actions in relation to others' actions.
Persuasion	Persuading others to change their minds or behavior.
Negotiation	Bringing others together and trying to reconcile differences.
Instructing	Teaching others how to do something.
Service Orientation	Actively looking for ways to help people.
Self-Management	Managing one's own time.



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Problem Solving Skills: Developed capacities used to solve problems in real-world settings

Basic Problem Solving	Identifying reoccurring problems and reviewing related information to evaluate options and implement solutions.
Complex Problem Solving	Identifying multi-faceted or unexplored problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills: Developed capacities used to design, set-up, operate, and correct malfunctions involving application of machines or technological systems

Equipment Selection	Determining the kind of tools and equipment needed to do a job.
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Systems Skills: Developed capacities used to understand, monitor, and improve socio-technical systems

Judgment and Decision Making	Considering the relative costs and benefits of potential actions to choose the most appropriate one.
Systems Analysis	Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
Systems Evaluation	Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Supervisory/Resource Management Skills: Developed capacities used to allocate resources efficiently

Time Management	Managing the time of others.
Financial Tracking	Accounting for these expenditures.
Manage Financial Resources	Suggest and implement how money will be spent to get the work done.
Financial Resources Oversight	Oversee the design, integration, and monitoring of how money will be spent.
Manage Material Resources	Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
Material Resources Oversight	Oversee the design, integration, and monitoring of how equipment, facilities, and materials will be used.
Management of Personnel Resources	Motivating, developing, and directing people as they work, identifying the best people for the job.



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Eugene School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of District and its Board that there will be no discrimination or harassment in any programs, activities, or employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.

Eugene School District prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact Human Resources.