



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Director of Human Resources
Department: Administration
Location: Washington Service Center
Reports To: Chief Human Resources Officer
FLSA Status: Exempt
Compensation: Administrator Salary Schedule
Work Days: 235

Prepared Date: 02/2023

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

GENERAL DESCRIPTION:

The Director of Human Resources is an anti-racist, agency-wide leader that proactively creates and enhances an effective human capital program for all Northwest Regional ESD employees. Under the direction of the Chief Human Resources Officer, the Director supports and coaches administrators and supervisors throughout the ESD, exercising authority to make the most effective decisions regarding employee talent and performance in the workplace. The Director operates with significant autonomy, aligning decisions with all applicable local, state, and federal laws and regulations, as well as agency policies and collective bargaining agreements. Independent judgment and decision-making are required in matters not having established rules, regulations, or policies. The Director assists in planning, directing, and coordinating all functions of the Human Resource Management program including employee and labor relations, employee recruitment, hiring, onboarding, orientation, performance management, staff development, and workforce communications. This highly visible role works alongside other human resource leaders and staff to assist in short- and long-term planning and implementation.

QUALIFICATIONS: 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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must possess or be able to obtain an Oregon administrative license
2. Master's Degree from an accredited college or university
3. Minimum of five (5) years of successful responsible experience in K-12 human resource management or educational administration
4. Valid Oregon driver's license

KNOWLEDGE, SKILLS, and ABILITIES:

1. Substantive practitioner knowledge of employment and labor relations laws, statutes, rules, procedures, and standard processes.
2. Solid understanding and history of successful customer service and ability to establish and maintain effective relations with various partners and staff.
3. Proven success in understanding and applying collective bargaining agreements and process under the Public Employees Collective Bargaining Act (PECBA) in developing positive labor relations.
4. Success in working with diverse populations and apply understanding to make connections
5. Excellent oral and written communications; strong analytical ability, and the ability to prepare efficient and effective studies and reports on complex issues
6. Ability to work both independently and collaboratively
7. Ability to organize work, set priorities, and meet deadlines

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Conduct oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the agency's mission
- B. Assist administrators and employees in solving problems in the work environment or solving challenges arising from policy, regulations, contracts, or practices. Provide counseling to employees in job-related and non-job-related areas
- C. Provide direction and training to administrators in matters pertaining to evaluation and professional growth of staff
- D. Maintain the highest level of confidentiality with respect to personnel matters and models a tone of respect, leadership and is cultivated throughout the organization
- E. Demonstrate integrity, sound judgment, ethical and professional behavior
- F. Responsible for general Human Resource functions including supervisor and employee training, orientation programs and updating personnel manuals and documents
- G. Serve as an agency liaison to the classified and licensed associations; and other community partners
- H. Ensure implementation of the collective bargaining agreement related to personnel are followed with fidelity by implementing provisions related to leaves, licensing, layoffs, transfers, salary placement, extra pay, complaints regarding employees, personnel files, evaluation, and other related provisions, and by holding staff accountable for honoring the agreement
- I. Collaborate with legal counsel on legal matters related to employees, agency policy, and disciplinary actions

- J. Conduct investigations of alleged employee misconduct, case management, and resolution of employee misconduct and employee performance. Includes assisting in the conduct and analysis of investigations, identifying, and recommending disciplinary action, and preparing and coordinating required notices. Includes coaching supervisors/managers in investigations as appropriate
- K. Assist with performance management to include the documentation of performance deficiencies, development of plan of assistances, and disposition in unsatisfactory performance outcomes to include demotion, reassignment, or up to and including termination
- L. Under the direction of the Chief Human Resources Officer, authorize employee discipline and termination when warranted
- M. Establish and maintain employee position descriptions. Conducts job analysis and market factor studies, analyzes data, and recommends salary, benefit, caseload and classification adjustments as appropriate
- N. Assist in the development and implementation of agency policies regarding personnel. Writes and implements internal administrative procedures
- O. Participate as an active member on agency level committees representing Human Resources. Directs the day-to-day activities of staff assigned under their supervision
- P. Provide leadership in the absence of the Chief Human Resources Officer or as requested
- Q. Design and implement a full cycle, equity-focused recruiting and retention strategy for ESD positions.
- R. Develop a recruiting strategy specifically designed to increase a racially and linguistically diverse set of candidates in all applicant pools for ESD positions
- S. Partner with hiring managers to identify recruitment needs and implement strategies to develop diverse and qualified recruiting pipeline
- T. Assist hiring managers to create compelling, equitable and inviting interview processes and experience for the candidates
- U. Foster alignment of culturally responsive recruitment messaging and outreach in collaboration with the Communications department
- V. Identify and maintain partnerships with key recruitment pipeline organizations
- W. Develop and lead ESD intern program for both traditional student teaching positions as well as those outside student teaching such as practicum students, clinical fellows, apprenticeships, etc.
- X. Plan and implement recruitment and selection events including, but not limited to job fairs, interview days, college campus visits, internship development
- Y. Create sustainable and replicable, agency-wide hiring strategies, policies, processes and tools to support and facilitate the hiring of qualified, diverse candidates
- Z. May be responsible for OFLA/FMLA leaves and coordinate the ADA interactive process
- AA. Maintains effective working relationships with all members of the ESD community, including staff of the department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English

BB. Other duties as assigned

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard office setting. Travel to various sites may be required.

Daily:

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

Weekly:

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required.

Required Physical Demands of Essential Functions and Responsibilities:

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 of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.



Northwest Regional Education Service District

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.