

## POSITION DESCRIPTION

POSITION TITLE:	Executive Director, Human Resources
SERVICE AREA:	Administrative Services
REPORTS TO:	Superintendent
WORK YEAR:	12-month position
FLSA STATUS:	Exempt
EMPLOYEE ASSOCIATION:	Directors, Managers, Supervisors and Confidential

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### **POSITION PURPOSE**

This position plans, directs, and administers all human resource functions for the District including employee recruitment, staffing, compensation and employee benefit programs, labor relations activities, staff evaluation programs, staff development programs, and personnel record systems. This position also provides support/direction to the Facilities Department and Courier services. This position is a member of the ESDs executive leadership team.

### **PERFORMANCE RESPONSIBILITIES**

1. Develops, administers, and interprets ESD personnel policies, practices, and procedures.
2. Plans, directs, and supervises recruitment activities for all positions in accordance with ESD equal employment opportunity policies and goals for maintaining a culturally and linguistically diverse workforce.
3. Establishes and maintains a system of personnel records in compliance with state and federal requirements, including the preparation and submission of required personnel reports.
4. Plans, directs, and supervises implementation of the employee classification review process; develops and maintain accurate position descriptions.
5. Plans, directs, and oversees the implementation of employee evaluation systems.
6. Conduct and/or direct personnel investigations, employee discipline and grievance procedures.
7. Leads dismissal hearings, non-renewal cases and plans of assistance.
8. Provides consultation on a wide range of human resource matters and administrative issues, and assists administrators and supervisors in resolving human resources-related problems.
9. Plans, directs, and supervises employee benefit programs; including worker's compensation.
10. Plans, directs, and supervises labor relations activities for the ESD including collective bargaining negotiations.
11. Administers collective bargaining contracts and agreements.
12. Hire, direct, and evaluate assigned staff.

13. Plans and directs ESD Wellness and Safety Programs, including Tragedy Response and Emergency Response programs.
14. Plans and administers staff development for management staff related to personnel policies and procedures, collective bargaining agreement, evaluation or other related topics.
15. Develop and administer the Human Resources and other assigned operating budgets in accordance with ESD policies and procedures.
16. Develop and/or participate in work teams/committees designed to support Human Resources functions or contribute to ESD effectiveness.
17. Act as a liaison between Lane ESD and appropriate state and federal agencies on issues related to personnel management.
18. Provide direct supervision of Courier Services.
19. Provide leadership and/or direction for the Facilities department.
20. Perform other duties and assume other responsibilities as assigned by the Superintendent.

## **WORK EXPECTATIONS**

1. Effectively engage with individuals in a culturally appropriate and responsive manner.
2. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
3. Utilize appropriate equipment and software as established for agency use as well as other equipment and software appropriate to the assignment.
4. Maintain regular and punctual attendance.
5. Confer regularly with immediate supervisor.
6. Follow all District work procedures and reasonable requests by proper authority.
7. Perform program responsibilities in accordance with statutes, administrative rules, policies, and collective bargaining agreements.

## **QUALIFICATIONS AND REQUIREMENTS**

### **Education and Experience**

- Master's Degree in education, human resources management or related field required
- pHCLE certification preferred.
- Five years of administrative and supervisory experience in human resources, including labor relations; recruitment, selection, and retention of a diverse workforce; development and application of HR policies and procedures required.
- A valid Oregon Administrator's license.
- Experience with staffing needs of special education classrooms and programs preferred.
- Fluency in Spanish language is preferred.
- Consideration will be given to an alternative combination of experience and training that provides

the knowledge, skills, and abilities required to perform the job.

### **Knowledge, Skills and Abilities**

- Demonstrated knowledge of human resource management, including culturally responsive practices.
- Commitment to affirmative action and cultural diversity.
- Demonstrated leadership skills including the ability to maintain a global perspective and vision; establish and implement workgroup direction; motivate staff; and to make effective decisions.
- Excellent communications skills, including writing, presenting information and speaking, and facilitating groups.
- Ability to plan organize, and implement projects to meet schedules and timelines.
- Ability to prepare and manage budgets, address multiple priorities, lead and supervise staff, adapt to change and meet timelines.
- Ability to develop and maintain a positive working relationship with ESD staff, constituent districts, ODE, TSPC, and other appropriate education, governmental and community agencies.
- Ability to be flexible and fluid with schedule or meeting changes.
- Ability to use technology necessary to perform job duties.

### **PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

The physical demands and work environment 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 frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak. Employee is required to perform significant work at a computer display terminal.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Frequent travel to locations outside the agency for meetings and activities that may occur during the day; occasional travel for meetings and activities during the evening or on weekends.

### **EVALUATION**

Performance will be evaluated in accordance with the provisions of the Board policy and district procedures.

**The statements contained herein reflect general details as necessary to describe the principal 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.**