

Job Title: Human Resources Administrator - Licensed
Reports To: Human Resources Director
FLSA Status: Exempt
Compensation: Grade 12 (LA-12)

Position Overview

This administrative position is unique in the breadth and depth of impact it has on the fundamental inner working of our district. As a member of a dynamic, responsive team that focuses on the ongoing support growth and success of our educators, this position is critical in attracting, hiring, retaining, and supporting our human capital: educators. This central role works independently within in a team structure to support the HR Director, District Team, District Administration, and staff.

Minimum Qualifications

Any combination of experience and training that would likely provide the required knowledge, skills and abilities may be considered qualified as determined by Human Resources.

Education

- Must possess a Bachelor's Degree from an accredited college or university.

Experience

- Must have or ability to obtain an Oregon Administrative credential a minimum of four years executive leadership experience in a Human Resource setting. **OR**
- Other state license relevant to the function of the position

Preferred Qualifications

- Prior experience working with TSPC licensed staff members
- Prior experience in K-12 administration
- Hold a SHRM Certification
- Hold a pHCLE Certification

General Requirements

This position has the following expectations and prerequisite abilities.

1. Present self and 4J in a professional manner including: in oral and written communication, professional disposition when working with others and maintaining professional dress standards.
2. Ability to effectively communicate, disseminate, and effectuate verbal or written communication and directives to a diverse group of administrators, staff, and the broader district community.
3. Ability to build programmatic change initiatives throughout the organization through outstanding diplomacy and relationship building skills, problem solving skills, a consultative approach and the ability to analyze, forecast and plan.
4. Ability to drive results, strong analytical and mediation/negotiation skills, and strong process orientation.
5. Understanding of and ability to work within a political environment with competing demands and limited resources.
6. High degree of professionalism, integrity, and dependability. Promotion of equity and diversity in all settings and understanding and commitment to anti-racists principles.
7. Maintain a high level of confidentiality in accordance with HIPAA, FERPA and adherence to the competent and ethical educator practices.
8. Maintain compliance with state and federal laws governing all aspects of our agency including ORS, OAR, IDEA, FOIA, and CIPA.
9. Exceptional prioritization of tasks, timely completion of work assignments, ability to take the initiative and work independently with minimal supervision.

10. Demonstrates respectful, flexible and effective teambuilding skills of cooperation, communication and active participation.
11. Ability to understand and follow oral and written directives, find requested data and present in user-friendly formats for internal and public distribution.
12. Maintain regular attendance at work. Be punctual in meeting deadlines, attending meetings, and following schedules.
13. Ability to lift, carry at least 25 pounds and/or the ability to sit for extended periods of time in a vehicle or work setting.

*Office Environment – Active: Daily activities consist of frequently moving, minor seated activity, exposure to computer screens, use of in office equipment, high customer service interactions, and frequent interruptions.

Essential Functions

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, and duties associated with this position. The supervisor of this position may modify this list at any time it's deemed necessary.

1. Manages and consistently monitors the end-to-end recruiting experience ensuring consistent interviewing, reference checking, and hiring processes that support a highly positive candidate experience and talent acquisition/hiring administrator/supervisor efficiencies. Provides ongoing and training to supports building administrators with the hiring process.
2. Communicates and collaborates with all levels of District and state personnel. Serves as a member of the Joint Contract Administration Committee.
3. Performs broad collaborative lead work amongst colleagues. Supervises general HR staff in various operational and functional aspects pertaining to the licensed employee group.
4. Advise prospective teachers regarding hiring procedures, regulations, and coordinate information on licensing requirements as mandated by the Teacher Standards and Practices Commission (TSPC).
5. Develop and maintain procedures to ensure the District's Diversity Plan meets all District, regulatory and legal requirements. Monitor and stay abreast of regulatory changes affecting EEO/AAP compliance and recommend appropriate process and policy changes/updates.
6. Coordinates the yearly staffing process from distribution of staffing allocations to principals/administrators to complete school staffing of all vacant positions.
7. Coordinates and facilitates disparate groups of various stakeholders to problem-solve and achieve shared objectives.
8. Coordinates and strengthen Human Resources' network in order to enhance collaborations, communications and the implementation of the Department's plans, programs, policies procedures and performance results.
9. Assists supervisors and employees in solving problems in the workplace or solving challenges arising from policy, regulations, contracts or practices. Provides counseling to employees in work performance.
10. Monitors fair and consistent application and interpretation of District policies and/or state, federal, and local regulations.
11. Conducts, directs and/or supports building licensed staff investigation process and procedure.
12. Undertakes initiatives to train District administrators on Human Resource law, contract interpretations, District personnel policies and procedures, and best practices.
13. Participates in collective bargaining process and provides interpretation and advice regarding contract administration. Researches issues, develops proposals and recommends District position; sets an expectation and assists with ensuring that potential problems are solved at the earliest stages of the grievance process.
14. Ensures that all aspects of the collective bargaining agreement are followed with fidelity by implementing provisions that relate to leaves, layoffs, transfers, salary placement, extra pay, complaints regarding staff, personnel files, evaluation, and other related provisions, and by holding staff accountable for honoring the agreement.
15. Under the direction of the Superintendent or Director of Human Resources, authorizes employee discipline and termination when warranted.
16. Supports performance assessment evaluation process.

EMPLOYEE STATEMENT:

"I hereby certify that I possess the physical and mental abilities to fulfill the essential functions of the above position with or without reasonable accommodation. If I require accommodation(s) in order to fulfill any or all of these essential functions, I agree to provide information to Eugene 4J on any accommodation required to perform a task."

EMPLOYEE/SUPERVISOR STATEMENT:

“We certify that we have reviewed and discussed the above position description and understand its contents.”

Employee Name (Please Print)

Employee Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

Date