

Averill Park Central School District
Job Description-Director of Human Resources

DISTINGUISHING FEATURES OF THE CLASS: This administrative position promotes the effective management of the Human Resources Department of the school district in conformance with current laws, policies, regulations of the school district and employee collective bargaining and individual employment agreements. Essential management decisions of this position will affect all employee groups. Work is performed under the general supervision of the Superintendent of Schools. The position directly supervises the support staff within the Human Resources Department.

TYPICAL WORK ACTIVITIES:

- Manages employment contracts and the labor relations function, which includes leading contract negotiations, contract interpretation, labor management, contract administration/compliance, grievances and consultation with legal services;
- Develops and ensures compliance with policies and procedures, including provisions related to probationary employment, tenure considerations and seniority, required certifications & licensure, civil service reporting, employee performance reviews and appraisals, employee counseling and discipline, personnel file maintenance; discrimination/harassment claims, transfers, resignations and retirements, terminations and compliance with all federal and state mandates;
- Oversees employee orientation and mentor programs including trainings for new hires, existing employees including substitute employees, coordination of the employee assistance program and programs to facilitate employee advancement and exit surveys
- Oversees the recruitment and selection of staff which includes employee recruitment, development and maintenance of current job descriptions, required background and employee clearance measures; prepare recommendations to the Superintendent and the board of education related to all personnel actions including salary and benefit levels, manage substitute employee management process
- Participates as a member of the senior administrative team, including providing counsel, support and assistance to the Superintendent of Schools and other district administrators; chairs committees as assigned by the Superintendent of Schools
- Provide technical expertise in Human Resources Information Systems implementation, development and design including required reporting of Basic Educational Data Systems
- In conjunction and coordination with the Assistant Superintendent for Finance & Operations provide and support the district employee benefit management program including processing of retiree benefits, employee disability and workers' compensation claims

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of public employment laws and regulations including the collective bargaining process, Federal Laws, New York General Municipal Law and New State School Law related to employment
- Working knowledge of computer applications including Google Suite, Microsoft Office, nVision, StaffTrac & OLAS
- Working knowledge of district employee data management functions
- Able to communicate in a highly effective manner verbally and through writing;
- Ability to use a high level of interpersonal skills to maintain effective working relationships and to resolve conflicts
- Ability to handle highly sensitive personnel matters in a timely and professional manner; skills related to problem solving, planning, supervising and scheduling
- Physical condition commensurate with the demands of the position

Minimum Qualifications: Graduation from a regionally accredited or NYS registered college or University with a Master's Degree and five (5) years experience as either a human resources generalist with a focus on labor relations or substituted by five (5) years of personnel management or supervision