



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Human Resources Director
Reports To: Deputy Superintendent
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: Deputy Superintendent
Prepared Date: 11/2012
Last Revised Date: 11/2012

Summary:

Meet the breadth and depth required of all HR disciplines while providing employees exceptional service. Directs Human Resources functions by overseeing and/or performing the following duties either personally and/or through others:

Essential Duties and Responsibilities:

- Reviews and makes recommendations to assistant superintendents/deputy superintendent/superintendent/board of education for improvement and legal compliance of company policies, procedures and practices
- Stays abreast of industry trends, employment and public school legislation and insures compliance as well as acts as a resource to other school districts in these areas
- Ensure legal and ethical compliance
- Designs and administers compensation system to ensure competitiveness in the labor market and equity within organization
- Recommends and analyzes relative measurements in order to impact and support business objectives
- Leads the Diversity and Inclusion Team as well as carries out initiatives to cultivate a diverse workforce
- Promotes Wellness and supports an environment where employees can be physically, mentally, and emotionally healthy
- Consults with legal counsel and acts as a consultant to administrators as appropriate with regards to personnel matters
- Work collaboratively with administrators and staff to develop and maintain partnerships for delivery of needed services
- Advises and collaborates with management for appropriate resolution of employee performance issues
- Designs, develops, and maintains human resources systems that meet the organization's needs and drives them into the future
- Responsible for coordinating key county-wide and organization-wide human capital initiatives
- Design and fosters employee relations initiatives
- Represents the organization with outside agencies
- Identifies, facilitates, and delivers training needed in various HR related topics

Essential Duties and Responsibilities (cont.):

- Designs, administers, negotiates, and communicates benefit programs
- Accountable for the department operations budget
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Director Responsibilities:

Directs staff within the Human Resources department. Accountable for carrying out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include management strategy, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations, and personnel risk management.

Education and/or Experience:

Bachelor's degree from a four-year college or university; five to eight years related experience and/or training.

Certificates, License, Registration:

SHRM Certification preferred.

Other Skill & Abilities:

Ability to communicate effectively including empathetic listening, congruence, and unconditional positive regard

Delegates work assignments as appropriate

Keeps deputy superintendent abreast of department activity

Works in a team oriented fashion

Ability to efficiently use computer and help develop/implement applicable software

Ability to root cause problem solve and streamline processes for efficiency/efficacy

Ability to read, analyze and interpret data

Ability to write reports, correspondence, policies and procedures

Effectively present information in front of groups and engage with audience

Maintains confidentiality and perform thorough investigations

Displays willingness to support and make decisions with sound judgment in timely manner

Develops strategies to achieve department goals

Direct and perform duties as workload necessitates

Adapts to frequent changes in the work environment

Practices safe work habits

Uses equipment and materials properly

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

Office environment with little exposure to excessive noise. Often involved in stressful situations.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.