



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Senior Director of Human Resources**
 Job Family: **Administrative**
 Prepared/Revised Date: **September 9, 2024**

FLSA Status: **Exempt**
 Pay Range: **Schedule A/P-Grade E**
 Job Code: **10316**
 Days: **260**

SUMMARY: Develop, implement, and manage the comprehensive services and systems for the Human Resources Department. Manage compensation, employee/labor relations, negotiations, evaluation, performance management and dismissal of staff. Ensure employment law compliance; write, revise, and implement policy and procedures. Oversee risk management and records departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Description of Job Tasks	
1. Salary and Compensation:	<ul style="list-style-type: none"> a. Conduct salary survey research. b. Design, create, update, and maintain district salary and stipend schedules. c. Administer employee incentive programs such as licensed employee lane changes. d. Collaborate with the payroll department on employee pay issues, new hire rates of pay, pay rate changes, and new position set-up; and provide support for problem-solving. e. Supervise the distribution of employment contracts and/or notices of assignment.
2. Evaluation Process:	<ul style="list-style-type: none"> a. Administer, track, communicate, and provide training for evaluation systems.
3. Employment Law Compliance	<ul style="list-style-type: none"> a. Ensure district compliance with state and federal statutes, policies, and regulations related to Human Resources including the Fair Labor Standards Act, Americans with Disabilities Act, Equal Employment Opportunity Commission, Civil Rights Act, Healthy Families and Workplaces Act, and Equal Pay for Equal Work Act. b. Advise principals, hiring managers and department directors on employment law and performance issues (including discharge and discipline) c. Ensure compliance under state licensure mandates d. Oversee the district's employee/applicant background check and fingerprint process e. Work with the district's legal counsel and opposing counsel on legal cases and issues
4. Employee Relations:	<ul style="list-style-type: none"> a. Conduct employee investigations, provide reports, and make recommendations for appropriate disciplinary action. b. Serve as a resource on employment law, discipline, and discharge issues; implement school district, state, and federal statutes, policies, and regulations related to Human Resources. c. Serve as a resource to principals, hiring managers, and department directors on employment law, performance issues, and employee relations. d. Resolve Incident Reports through the district See Something Say Something reporting system. e. Design, manage and monitor the administrative, professional, licensed and classified evaluation systems f. Advise principals and other supervisors on evaluation and performance issues
5. Employment Processes:	<ul style="list-style-type: none"> a. Provide oversight and evaluations of employment technicians/specialists. b. Facilitate process improvements in PSD employment processes c. Oversee processes for licensed employee lane change requests and credit bank tracking.



6. Oversee, train, direct, coach, evaluate school-based Human Resource Business Partners (HRBPs). a. Provide guidance and support for escalated employee relations matters.
7. Contract Negotiations: a. Direct, coordinate and facilitate the negotiations process with employee groups b. Serve as liaison between the Superintendent and the negotiations teams c. Inform negotiating team about relevant research and theory in the compensation field and provide current market information d. Review negotiation proposals for congruence with educational policy and law e. Develop and revise the Memo of Understanding regarding the negotiation process f. Maintain, update and revise the Employee Agreement
8. Records and Risk Management a. Provide oversight for the management of the district's student, employee, and administrative electronic and paper records. b. Direct and coordinate the district's risk management program applying and assuring compliance with federal and state laws, Board and Superintendent Policies, District Administrative Guidelines, and other regulations relative to risk management, in order to promote a safe educational and work environment.
9. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Human Resources, Business, Education, Administration, or related field required.
- Over five years of experience in Human Resource Management, with a preference for public sector experience.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Principal or Administrators License preferred.
- Senior Professional in Human Resources (SPHR) or Society of Human Resources Manager (SHRM-SCP) preferred.
- Criminal background check required for hire.
- Valid US driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of employment laws and general Human Resources practices.
- Knowledge of Colorado Teacher Licensure requirements.
- Knowledge of federal regulations/mandates related to employment in education.
- Knowledge of compensation analysis, systems, and structures.
- Ability to supervise employees.
- Ability to communicate with other staff members, employees, and community.
- Ability to diffuse hostile or difficult situations.
- Group facilitation skills.
- Professional development/training skills.
- Ability to be a part of/work with a team.
- Ability to maintain extreme confidentiality.
- Problem solving, critical thinking, and analysis skills.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures.



- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Chief of Staff	
Direct reports:	Human Resources Assistant Director	1
	Human Resources Business Partners (HRBP)	3
	Human Resources Generalist	1
	Director of Risk Management and Records	1

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors, and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	