

I. TITLE: *DIRECTOR OF HUMAN RESOURCES*
CODE: *MGT 800*

II. SUMMARY:

An employee in this classification, under the supervision of the Superintendent, directs and coordinates human resource matters. This employee supervises risk management, training and labor relations.

III. SUPERVISORY RESPONSIBILITIES:

Supervises and orients individuals assigned to the department.

IV. DUTIES:

60% Develops, implements, and advises departments on human resource related matters, interprets policies and procedures and makes recommendations.

Collaborates with the Superintendent to define and monitor the long-term vision of the Board.

Leads team of Human Resource professionals.

Develops and maintains strong relationships with internal customers and union representatives.

Serves as primary management liaison with the union regarding Labor-Management meetings, handling and responding to grievances, and other meetings involving union representatives/leaders.

Responsible for the recruitment, hiring and initial orientation of all Board staff.

Provides direct assistance to the Superintendent and Strategic Leadership Team with program related assignments and projects.

Promotes, designs, and implements activities to create and maintain an engaged and positive culture.

Establishes and implements succession planning strategies for identifying, developing, and promoting staff.

Coordinates organizational change initiatives with appropriate Departments.

Develops and maintains an ongoing staff training and development program responsive to the needs of both staff and management.

Designs, implements, and oversees performance management processes and procedures.

Assists Board employees with career development including outplacement options.

Responsible for the administration of all employee benefit programs.

Monitors activities to ensure compliance with all applicable rules, regulations, laws, policies/procedures, and collective bargaining agreements.

25% Conducts pre-disciplinary conferences.

Monitor staff credential requirements.

Oversees compliance with training requirements for the organization; orientation requirements, mandatory training, Cardiopulmonary Resuscitation (CPR) and First Aid) and helps to facilitate CARF and Ohio Department of Developmental Disabilities requirements in these areas.

Responsible for the processing of all staff payroll and status changes and the flow of information to the payroll department.

Investigates and resolves complaints regarding human resource matters.

10% Serves as a member of the management's contract negotiating team.

Serves as a resource for management staff in regard to any human resource-related issues.

May attend or represent the Board or Superintendent at various meetings, conferences, and seminars

5% Performs other related duties as required.

Director of Human Resources

Page 2

V. EQUIPMENT OPERATED:

Personal computer, applications software and basic office equipment.

VI. WORKING CONDITIONS:

Position may involve exposure to individuals with medical and behavioral risks.

VII. KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of various government laws involving the administration of employee and labor relations.

Organizational, communications, public relations and counseling skills.

Ability to deal with a variety of complex and diversified situations and professions.

Knowledge of employee staff development and training methods.

Knowledge of accounting and fiscal practices and procedures.

Knowledge of negotiation procedures.

Ability to establish and maintain harmonious relationships.

Effective organizational and responsive communication skills.

Adherence to the principles of good management practices as outlined in the "Expectations for Effective Leadership and Management Practices".

VIII. MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCES:

A. Education:

Master degree in, Human Resources, Organizational Development, Industrial Relations, Business Administration or related area.

B. Experience:

Five (5) years of human resource including three (3) years of labor relations and supervisory experience.

C. Credentials:

1. **Certification:** N/A

2. **Registration:** N/A

3. **Licensure:**

Valid driver license.

D. Ancillary Training:

All training as required by the Board and Ohio Department of Developmental Disabilities

E. Other:

Requires own transportation.

Will require evenings, weekends, and locations convenient for individual/family.

Must be qualified to perform all duties assigned to this position.

I have reviewed this position description and understand my job responsibilities.

Print Name: _____

Employee Signature

Date

Supervisor Signature

Date

Revised 8/13/15