

DIRECTOR OF HUMAN RESOURCES (SCHOOL DISTRICT) 422

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, coordinating and directing all human resource programs for a school district, including employment recruitment, employee relations and labor relations, compensation, training and development, benefits administration and affirmative action. The work is performed under general administrative direction in accordance with established policies and procedures. Supervision is exercised over subordinate staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Develops, reviews and directs human resource policies for the school district;

Assists administration in position classifications;

Supervises the administration of employee benefit programs, compensation, staffing, affirmative action, employee relations and training/development functions;

Oversees and coordinates the personnel recruitment, screening, interviewing, selection and placement process for the school district for civil service and professional level staff;

Develops and implements training programs for department heads and supervisory personnel to ensure compliance with proper employment policies and procedures;

Ensures that the Board is advised of appointments, changes, leaves and resignations;

Oversees orientation program and schedule for all new employees as well training for all employees as needed to ensure that they are advised of agency policies and changes;

Establishes contacts with area personnel directors and support staff to assure a mutual exchange of information relative to recruitment and personnel management;

Participates in the collective bargaining processes and interpretation of collective bargaining agreements;

Ensures that contractual responsibilities in the area of personnel are fulfilled, including internal postings, seniority lists, etc.;

Coordinates the Employees Assistance Program;

Serves as the Affirmative Action Officer, including responsibility for development and implementation of an Affirmative Action Plan and investigating complaints of discrimination and harassment;

Ensures that legal requirements for employment of personnel are met, including civil service and state teacher certifications;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Identifies and projects staffing needs through assessment of attrition statistics, such as retirements, resignations, transfers, etc..

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the principles, practices and techniques of personnel administration; thorough knowledge of labor laws, developments in the field of labor relations and local labor conditions; good knowledge of federal and state mandates and laws relating to equal employment opportunity and affirmative action dealing with employment; good knowledge of New York State Civil Service Law and local rules and regulations; ability to interpret and administer labor agreements; ability to interpret and administer labor agreements; ability to plan, manage and

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supervise a comprehensive personnel program; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with people at all levels of an organization structure as well as local area school districts and municipal and civic officials; working knowledge of electronic and computer application software; sound professional judgment; and initiative.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Human Resources, Business Administration or related field and four (4) years of experience in Human Resources with increasing levels of responsibility, management and decision making in at least one Human Resources function including benefits administration, payroll, recruitment, labor or employee relations, including or supplemented by two (2) years' experience in a supervisory capacity managing employee and labor relations for an employer with at least fifty (50) or more employees; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Human Resources, Business Administration or related field and six (6) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience as described in (A) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: 07/16/08

Jurisdictional Class:Competitive:

Public Hearing: N/A

NYS Civil Serv CommissionApproval: N/A

Removed from Draft and placed in Classplan – 8/5/10

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Revised and Replaced in Classplan: 1/31/2023

Revised and Replaced in Classplan: 3/31/2025 (Edu)\