

HUMAN RESOURCES DIRECTOR – BATAVIA CITY SCHOOL DISTRICT (HELP PROGRAM)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position located at the Batavia City School District responsible for program planning and policy development in order to achieve strategic objectives such as employee retention, employee relations, and safety. Responsibilities are carried out in functional areas such as employee relations, training, performance management, onboarding, employment recruitment, affirmative action, legal compliance, employee benefits, and labor management. Duties also include providing advice/guidance relating to New York State Education and Civil Service laws, collective bargaining agreements and past practices. The employee reports directly to, and works under the direct supervision of the Superintendent of Schools. General supervision is exercised over professional and/or clerical staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Implements personnel policies, rules and regulations for employees;
Assists administrators to identify problem/ineffective employees and resolve personnel conflicts;
Monitors the tenure status and process of the teaching staff;
Coordinates the disciplinary process including mediation, and developing proactive solutions for managers and staff;
Advises employees on benefit programs including medical, life insurance, dental and retirement;
Develops and implements fringe benefit programs;
Develops and administers salary plan for management employees, and conducts salary surveys for collective bargaining units;
Participates in, or directs, negotiation sessions with employee unions and administers the provisions of union contracts;
Coordinates activities with Civil Service Office and assists in the resolution of personnel problems involving Civil Service law, local rules and regulations, position classification, payroll certification, examinations and reduction of force;
Assists with internal investigations relating to personnel issues;
Directs development of personnel management information system and the maintenance of records;
Develops and administers employee recruitment and selection processes including developing, motivating and retaining a diverse workforce and participating in career fairs;
Advises management on employee issues of concern;
Assists with litigation process involving third party inquiries regarding personnel matters;
Assesses the need for, and organizes employee training programs.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of personnel administration, including recruitment and selection, position classification, payroll certification, staff development and training, benefits administration and labor relations; working knowledge of New York State Civil Service law and local rules and regulations, working knowledge of New York State Education law, working knowledge of affirmative action practices, ability to develop personnel programs and assist with policy development; ability to establish and maintain effective professional relationships, working knowledge of information technology relating to personnel software, ability to administer personnel policy for the District; ability to communicate effectively orally and in writing, ability to write/create narrative and descriptive statistical reports; ability to conduct employment interviews, ability to advise management and staff on discipline issues; ability to conduct salary surveys, ability to maintain records, supervisory ability, organizational ability, good judgment.

The physical demands described here 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.

Continued...

Human Resources Director – Batavia City School District (HELP Program)

Page 2

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

- A) Possession of a Master's degree plus three (3) years paid full-time Professional* experience in personnel activities including recruitment and selection employee benefits, labor relations, position classification, employee relations, or staff development and training, two (2) years of which must involve managerial experience;

OR

- B) Possession of a Bachelor's degree plus four (4) years paid full-time professional* experience as defined in (A) above, two (2) years of which must involve managerial experience;

OR

- C) Possession of an Associate's degree plus six (6) years paid full-time or its part-time equivalent professional* experience as defined in (A) above, two (2) years of which must involve managerial experience;

OR

- D) An equivalent combination of education and experience as defined by the limits of (A) or (B) and (C) above.

*Professional experience, for the purposes of these minimum qualifications, does not include secretarial, clerical or similar work experience.

NOTE: Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.