



David Douglas School District #40

Manager - Job Description

HUMAN RESOURCES MANAGER

Schedule: 12 months

Range: I

Job Purpose/Statement:

To assist the District in meeting it's mission by overseeing and supervising the day to day functions for all personal services. Handles confidential and sensitive information related to staff, salaries, bargaining and legal matters.

Essential Job Functions:

- **Manages** the daily operation of the human resources department.
- **Plans, assigns, directs, and evaluates** the work of the Benefits Coordinator and Human Resources Assistants.
- **Assist** administrators with the recruitment and selection of suitable applicants for all positions.
- **Responsible** for tracking and reporting highly qualified teachers and educational assistant staff.
- **Responsible** for Administrative handbook, hiring guide and employee handbook.
- **Manage** benefit plans and implement changes to meet requirements of new laws/regulations.
- **Maintain** knowledge of industry trends, employment legislation (Federal & State).
- **Assist** with District compliance with Federal and State legislation pertaining to all personnel matters.
- **Support** licensed employees in the tracking and processing of appropriate licenses.
- **Responsible** for ODE Staff Assignment, Staff Position Report and associated personnel reports.
- **Assist** in communicating changes to District personnel policies and procedures and insure proper compliance is followed.
- **Administer** the tuition reimbursement program in accordance with collective bargaining agreements.
- **Administer** the district's workers' compensation program.
- **Assist** administrators and supervisors in resolving personnel issues and provide advice on a wide range of personnel matters.
- **Manage** and **Process** all licensed retirements and resignations.
- **Manage and process** all employees' leaves of absence.
- **Manage** job descriptions by reviewing, updating and making any changes.
- **Manage** the performance evaluation process/system of licensed and classified staff.

- **Manage** the Safe Schools Training System.
- **Maintain** personnel records files for all district employees.
- **Participate** on committees and special projects as directed.
- **Maintains** regular attendance.
- **Performs** other duties as assigned.

Job Requirements – Qualifications:

- Knowledge of the principals and practices of personnel administration and management.
- Excellent communication, interpersonal, analytical and problem-solving skills
- Ability to produce accurate work in a sometimes stressful environment with frequent deadlines.
- Knowledge of relevant federal and state rules and regulations, and District policies and procedures.
- Skill in using analytical methods and techniques.
- Ability to exercise confidentiality, tact, diplomacy, and independent judgment in the performance of duties
- Demonstrated ability to establish and maintain high profile, collaborative working relationships across teams, functions and layers with district staff, outside agency representatives, and the general public.
- Excellent technical skills, experience with Microsoft Office software, advanced Excel skills preferred.
- Must qualify to hold and exercise a Notary Public commission.

Experience Preferred:

- Any combination of experience and training that would provide required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:
 - 1. Four years of experience with responsibilities for all aspects of Human Resources.
 2. Bachelor's degree from an accredited college or university with a major course work in human resources, school business management, finance or related field and/or,
 3. Specialized certification such as SPHR.
- Prior experience in education institutions preferred.

Essential Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.