

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description**

Job Title: Chief Human Resources Officer

Department: Human Resources

Date: April 17, 2007

Reports To: Director of Schools

Grade: 301

Purpose of Job

Plans, directs, and administers all human resource functions for the District including employee recruitment, staffing, compensation and employee benefit programs, labor relations activities, staff development programs, and personnel record systems.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Develops and recommends District personnel policies; establishes personnel practices and procedures; administers such policies, practices, and procedures including hiring, assignment, performance evaluation, retirement, transfer, leave of absence, termination, and others.

Plans, directs, and supervises recruitment activities for all District positions in accordance with equal employment opportunity policies.

Establishes and maintains a system of personnel records in compliance with regulatory agency requirements, including the preparation and submission of required personnel reports, to meet the District and employee needs for such records.

Plans, directs, and administers wage and salary administration programs, including salary schedule structuring, employee classification, position descriptions and specifications, performance reviews, etc.

Plans, directs, and supervises employee benefit programs.

Plans, directs, and supervises labor relations activities for the District including collective bargaining negotiations.

Administers collective bargaining contracts and agreements.

Prepares and recommends departmental capital and operating budgets and controls expenditures within approved budgets.

Supervises the selection, hiring, and training of human resources department staff. Supervises the evaluation of human resources staff performance and recommendation of salary increases.

Plans, directs, and supervises administration of evaluation systems to measure employee performance.

Plans, directs, and supervises the District staff development program.

Plans, directs and supervises assignment of staff to schools.

Interprets and administers the District Code of Policies and Rules as it applies to evaluation, wage and salary administration, benefits and other items and conditions of employment for employees.

Serves as a member of the Director's cabinet and participates in District-wide planning and management.

Supervises the preparation of short and long-range plans for District-wide personnel activities and coordinates with school and District administrators.

Responds to community/Board questions, assists in recommending employment decisions which require Director's approval.

Additional Job Functions

Performs other duties as required .

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree or equivalent experience.

Five years of responsibility in staffing and hiring, contract negotiations, and contract management, development of HR policies and procedures preferred.

Experience in school level or district administration preferred.

Knowledge of Job

Considerable knowledge of the policies, procedures and activities of the school system and supervisory practices as they pertain to the performance of duties relating to the Human Resources Department. Capability to develop and implement long-term goals in the effective operation of the school system. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education and employment law. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and other groups involved in the operation of the school system. Is able to assemble information and make written reports and operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date