

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Human Resources Director

Department: Human Resources
Central Office

Grade: 171

Date: October 2008

Reports To: Chief Human
Resources Officer

Purpose of Position:

To assist the Chief Human Resources Officer with the implementation of personnel policies, programs and procedures to ensure optimal utilization of human resources to support the mission of the HR department and school system. Provide guidance and support to Human Resources staff, encouraging teamwork, cooperation and promoting a customer service culture. In the absence of the Chief Human Resources Officer, has the responsibility for coordination and general direction of the Human Resources operations.

Essential Duties and Responsibilities:

Human Resources

- Assist in the implementation of all aspects of personnel management policies and procedures, and benefit programs for employees.
- Directs and oversees and participates in the development of the Human Resources work plan, assigns work activities, projects and programs, monitor work flow, develop and implement policies and procedures, reviews and evaluates systems, methods and procedures
- Monitors and reviews existing employment laws
- Represents School System at conferences and meetings for the purpose of establishing a professional network.
- Advise principals, supervisors, and employees regarding various Human Resources policies and procedures.
- Advises principals and supervisors with employment discipline issues.
- Reviews and approves employee suspensions and terminations.
- Communicates and interacts with the various employee groups to convey information as it relates to personnel matters. Serves as a resource person for all persons who have questions related to personnel management policies, procedures and programs.
- Coordinates training for CMCSS employee groups in regards to HR law and CMCSS policies.
- Acts as an advisor to classified employee communication groups (Meet & Confer & Classified representative Group)
- Reviews all classified candidates on the basis of their qualifications for designated positions.
- Assists in tracking of classified positions using position control processes.
- Ensures that all classified personnel are evaluated through documented procedure related to current, relevant and comprehensive job descriptions.
- Develop and supervise new projects as needed in the HR Department, ensuring time lines are established and met.
- Direct various personnel functions including but not limited to hiring, performance appraisals and vacation schedules.
- Conducts structured interview process for administrative candidates
- Member of the Management Review Team, maintaining and facilitating ISO9001 processes within the HR Department
- Represents CMCSS during employee adverse action appeal hearings
- Manages Kronos timekeeping system for HR department staff.

Benefits

- Direct and evaluate the employee benefits programs, ensuring that programs in place meet needs and expectations of system employees.
- Develops and maintains relationships with benefit consultants, vendors and contractors regarding employee benefit administration.
- Develop open enrollment plans and schedules, ensuring that vendors meet contractual agreements.
- Develop and manage service contracts with insurance companies.
- Acts as a Trust Member for the Clarksville Montgomery County Employee Insurance Trust.
- Coordinate and facilitate work for the Insurance Trust
- Provides information/education presentation to employees regarding employee benefits.
- Develop and maintain a variety of communication tools (newsletters, benefit fair, information meetings etc...) to ensure employees are aware of benefit options.
- Assist department staff in keeping up-to-date and well-informed about issues and changes in the area of benefits.
- Oversee and coordinate of Request for Proposals, assist in the evaluation of proposals.
- Prepare or supervise the preparation of all required benefit reports.
- Complete annual benefit surveys for state and other organizations as needed
- Provide Tennessee Consolidated Retirement System (TCRS) counseling for employees of system.
- Prepare and verify state retirement applications.
- Oversee and manage the retirement health insurance benefits, ensuring Board of Education contribution and retiree payments are received in a timely manner.
- Develop and provide budget on mid-year and fiscal year basis.

Knowledge of Job

Ability to communicate both orally and in written form. Ability to use high-level interpersonal skills in order to maintain effective relationships. Possess skills related to problem solving, planning, supervising, organizing, and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to assume administrative responsibility, plan, assign, supervise, and review work of employees. Knowledge of state and federal employment law and employment benefits.

Minimum Training and Expertise Required to Perform Essential Position Functions:

A combination of education and experience equivalent to a Master's Degree with specialization in human resources or education administration.

(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.

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; to acquire knowledge of topics related to Human Resources.

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.

FORMS/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 (i.e. supervisors, clients, and employees) beyond giving and receiving instructions such as in interpreting policies, decisions, and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to Human Resources.

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