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October 1994  
November 16, 2011  
September 10, 2018

**BROOKFIELD PUBLIC SCHOOLS  
JOB DESCRIPTION**

**HUMAN RESOURCES DIRECTOR**

**GENERAL STATEMENT OF DUTIES**

The Human Resources Director is a vital partner to the operational business units of the District. The HR Director supports the organization by serving as a strategic partner while continuing to direct the day-to-day operations of the HR Department.

The HR Director oversees the following functional areas of Human Resources – Employee Relations, Contract Analysis and Negotiations, Talent Acquisition and Strategic Planning and Benefits.

**SUPERVISION RECEIVED**

The Human Resources Director reports directly to the Assistant Superintendent.

**SUPERVISION EXERCISED**

Responsible for the supervision of the Benefit Coordinator (1.0 FTE) and the Human Resource Coordinator (.5 FTE).

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED**

**Strategic Planning:**

- Strategic Business Partner to Administrative Team regarding organizational decisions and management issues.
  - Analyze and Evaluate the impact of staffing changes
- Track and Interpret data to drive HR Decisions and Results:
  - Budget to Actual in Hiring Salaries
  - Turnover Rates
  - Cost and Time To Fill Rates
  - Conduct and Interpret Exit Interview Data
  - Gauging Success in Collective Bargaining
- Develop District Calendar for all employees to ensure appropriate HR Training and Compliance
  - Sexual Harassment - Supervisors
  - FMLA - Supervisors
  - Lactation Laws & Rules - Admin Team Only

- Develop and Implement Plan for continual professional learning appropriate to Human Resources.
- Drive compliance with all regulatory agencies including:
  - State Department of Education (SDE) - Ensure teacher certification compliance for the district
  - Equal Employment Opportunities Commission (EEOC)
  - Department of Labor (DOL)
  - Unemployment
- Provide current information about trends and changes in teacher certification
- Update job knowledge by participating in educational opportunities
- Liaison to State Department of Education Certification Division

### **Employee Relations:**

- Manage Employee relations
  - Investigate issues and employee appeals
  - Recommend disciplinary actions as needed
  - Ensure compliance with contract timelines and state and federal laws during investigation process
  - Maintain all related records and confidential documents
- Coach District Administration in Employee Relation issues
  - Performance Improvement Plans (PIP)
  - Separation Agreements
  - Resignations
- Collaborate with the Administrative Team regarding newly hired employee performance for potential termination and/or discipline within state and contractual guidelines
- Evaluate and Project Non-Renewals
  - Coach Management on the Non-Renewal process and management of issues

### **Contract Analysis and Negotiations:**

- Key Team member in the negotiations of the 6 district collective bargaining agreements
- Liaison to Board Attorney
- Provide guidance on trends and issues both internally and externally that impact negotiations
- Lead interactions with Union Leadership on contractual adherence. - Compiles and distribute personnel information to union, state, federal and other educational agencies
- Liaison with Board of Education and Administration regarding negotiation results.

### **Talent Management & Acquisition:**

- Drive Talent Acquisition process for the District
- Forecast staffing needs based on Enrollment, District turnover and Budget projections.
- Develops strategic workflow process to ensure efficiency in recruiting all employee levels of district talent.
- Develops staffing strategies and programs to identify talent both within and outside the district.
- Lead exit interviews to determine trends. Use data to determine needed changes based on turnover trends.

- Analyze and Guide decisions regarding staffing changes including new hires, transfers, terminations, changes in job classifications, merit increases, etc.
- Create and distribute annually, individual salary agreements for all employees including individual contract agreements for non-union staff
- Collaborate with the Administration to update job requirements and job descriptions for all positions under the direction of the Assistant Superintendent
- Posts all vacancies and updates the personnel page of the district website as appropriate in compliance with all contracts
- Collaborate with local Universities for placements of interns and student teachers to help build future resources in the district Teacher Development Program.
- Represent District at college job fairs

### **KNOWLEDGE, SKILLS, CAPACITIES**

Ability to deal with the public tactfully and courteously and to work harmoniously with other employees.

In depth knowledge of laws and regulations concerning Human Resources:

- FMLA
- Benefit Regulations
- Tenure
- CT State Department of Education – Certification & Compliance
- Collective Bargaining and District Contracts
- Unemployment

### **EDUCATION, EXPERIENCE AND QUALIFICATIONS**

The ideal candidate will possess at least ten years of demonstrated Human Resource leadership experience and the ability to work independently. The Human Resource Director must have a strategic focus while maintaining the day to day operations of the department. Bachelors Degree in Human Resources or related field required. Masters Degree in a related field preferred.

### **TERMS OF EMPLOYMENT**

Twelve month position