

## HUMAN RESOURCES DIRECTOR

(Olean City School District)

### DISTINGUISHING FEATURES OF THE CLASS:

The work involves formulation and administration of personnel and labor relations policies for the Olean City School District. Policies are formulated and carried out according to a knowledge of laws, regulations, labor contract terms and practices, and general Board objectives. The work is performed under the administrative direction of the Superintendent. General supervision is exercised over those engaged in the administration of teaching to assure that educational objectives are maximized in accordance with applicable terms and conditions of employment. A Human Resources Director does related work as required.

### TYPICAL WORK ACTIVITIES:

- Administers negotiated collective bargaining agreements;
- Negotiates collective bargaining agreements with employee organizations representing administrators, teachers, other certified personnel, and civil service employees;
- Assures compliance with laws and rules administered by the local Civil Service Agency;
- Supervise the recruitment, retention, and development of the highest quality personnel;
- Interviews applicants for teaching and support staff positions and conducts reference checks in order to recommend hiring and job assignments;
- Supervise the preparation and maintenance of personnel files for personnel;
- Ensures compliance with federal and state agencies relating to fair employment practices such as the American with Disabilities Act and the Family Medical Leave Act;
- Monitors compliance with district employee attendance policies and procedures by ensuring consistent recording and reporting of employee attendance;
- Advises administrators and supervisors in matters concerning employee problems and/or complaints;
- Provides technical assistance and coordinates follow-up activities on employee relations problems such as law enforcement matters, arrests/convictions, unsatisfactory service, and discipline;
- Investigates employee grievances, allegations of employee misconduct and incompetence in order to frame management positions based on facts observed;
- Works in partnership with the school attorneys and/or BOCES Labor Relations Specialist with the preparation of formal charges in disciplinary matters and negotiates settlements;
- Studies legislation, case law, arbitration, and PERB decisions to keep abreast of developments in the field of personnel and labor relations in order that adoption in policies or procedures may be promptly initiated and effectively executed;
- Confers with Labor Relations Specialists to monitor progress, and provide counsel in relation to collective bargaining, contract administration, and issues involving employment and labor relations;

- Reviews qualifications of teachers and administrators to assure compliance with the Commissioner of Education’s certification and qualification requirements;
- Acts as Regional Certification Officer to track and report all professional development hours for professional certificates;
- Serve as the District Title IX Officer;
- Oversight and management of District Substitute process;
- Employment verification oversight;
- Prepares and provides statistical reports;
- Serves as liaison with the payroll department;
- Assists with projection of yearly staffing needs;
- Assists with the preparation and drafting of the District’s annual budget development as well as ancillary state federal, and local financial reports;
- Directs the processing of fingerprints and review of criminal convictions to ensure that no new employee has criminal conviction that would prohibit the employee from working with students;
- Participates in internal board committees as requested;
- Develops, interprets, and evaluates personnel policies and procedures;
- Assists with the coordination of the employee evaluation process;
- Assists with the continuing development and refinement of evaluation procedures for personnel;
- Chairs the Teacher Annual Professional Performance Review (APPR) committee;
- Coordinates yearly orientation sessions for new employees;
- Coordinates the development and implementation of a yearly program of in-service training for all staff;
- Serves as the Medicaid Compliance Officer and Homeless Act Liaison.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the legal environment governing public employment labor relations and personnel administration in New York State; good knowledge of the principles, practices, and strategies governing the conduct of labor relations and collective bargaining negotiations; skill in communicating effectively; skill in organizing and consolidating information; ability to establish suitable relations and deal effectively with school officials, employees, and Union representatives; resourcefulness in solving labor relations and personnel problems; good judgment; thoroughness; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s degree and four years of experience involving personnel

administration and labor relations including the negotiation or administration of a collective bargaining agreement; - \*

OR

- B. Eight years of responsible administrative, professional, or managerial experience, four years of which shall have been experience as described in (A) above.

*NOTE:*

\*-A law degree or graduate degree in labor or industrial relations may be substituted for two (2) years of the specialized experience described in (A).

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 6/20/13