



**2100.18: DIRECTOR OF EMPLOYEE RELATIONS**

**Reports to:** Associate Superintendent of Human Resources  
**General Summary:** Supports the educational programs and services of the District by developing and administering those phases of the personnel program which include: record keeping, contracts, compensation/benefit programs, and assists with assignment and evaluation of all employees.

**Essential Functions:**

**I. Administers the employee compensation and benefits program for the District. (50%)**

**II. Coordinates the employee database and records for Human Resources and serves as liaison to business office and payroll. (10%)**

**III. Interprets existing personnel policies and regulations to staff members and makes recommendations concerning formulation of policies and regulations. (5%)**

**IV. Advises regarding evaluation and discipline of employees, including coordination of due process requirements. (10%)**

**V. Assists with investigation of internal and external complaints, including complaints of unlawful discrimination and unlawful harassment. (5%)**

**VI. Coordinates the submission of all state and federal personnel reports. (5%)**

**VII. Coordinates the development and communication of employment information related to District personnel, including collective bargaining agreements and employee wage/benefits summaries. (6%)**

**VIII. Attends all Board of Education and Cabinet meetings. (3%)**

**IX. Assists in the preparation and administration of the human resources budget. (1%)**

**X. Other duties as assigned by the Superintendent. (5%)**

**Qualifications:**

**1. Education Level:** A doctoral degree is preferred; a master's degree is required.

**2. Experience desired:** Four years of successful experience in personnel administration is preferred, three years is required.

**3. Other requirements:** Ability to work with individuals and groups in the development and implementation of the District's compensation and evaluation programs; ability to compile and prepare reports, and project staff

needs of the District.

**Special Requirements:**

	Occasional	Frequent	Constant
	<u>1 - 32%</u>	<u>33 - 66%</u>	<u>67% +</u>
1. Standing .....	X		
2. Walking .....		X	
3. Sitting .....		X	
4. Lifting <u>20</u> lb max. ....	X		
5. Carrying <u>25</u> feet .....	X		
6. Pushing / Pulling .....	X		
7. Climbing / Balancing .....	X		
8. Stooping / Kneeling / Crouching / Crawling .....	X		
9. Reaching / Handling .....	X		
10. Speaking / Hearing .....			X
11. Seeing / depth perception / color .....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and Superintendent.

**Date of Revision**

March 18, 1991

May 20, 1996

September 21, 1998

June 5, 2000

April 19, 2004

November 6, 2006

September 4, 2007

January 19, 2015

May 1, 2017