

## **HUMAN RESOURCES DIRECTOR - RCSD**

Code No.: 3-08-114  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position located at the Rochester City School District responsible for program planning and policy development in order to achieve strategic objectives such as employee retention, employee relations, and safety. Responsibilities are carried out in functional areas such as employee relations, training, performance management, onboarding, employment/recruitment, affirmative action, legal compliance, employee benefits, and labor management. Duties also include providing advice/guidance relating to New York State Education and Civil Service laws, collective bargaining agreements and past practices. The employee reports directly to, and works under the general supervision of the Senior Human Resources Director-RCSD or other higher level staff member. General supervision is exercised over professional and/or clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Implements personnel policies, rules and regulations for employees;

Assists administrators to identify problem/ineffective employees and resolve personnel conflicts;

Monitors the tenure status and process of the teaching staff;

Coordinates the disciplinary process including mediation, and developing proactive solutions for managers and staff;

Advises employees on benefit programs including medical, life insurance, dental and retirement;

Develops and implements fringe benefit programs;

Develops and administers salary plan for management employees, and conducts salary surveys for collective bargaining units;

Participates in, or directs, negotiation sessions with employee unions and administers the provisions of union contracts;

Coordinates activities with Civil Service Commission and assists in the resolution of personnel problems involving Civil Service law, local rules and regulations, position classification, payroll certification, examinations and reduction of force;

Assists with internal investigations relating to personnel issues;

Directs development of personnel management information system and the maintenance of records;

Develops and administers employee recruitment and selection processes including developing, motivating and retaining a diverse workforce and participating in career fairs;

**Human Resources Director-RCSD**

Advises management on employee issues of concern;

Assists with litigation process involving third party inquiries regarding personnel matters;

Assesses the need for, and organizes employee training programs.

**FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the principles and practices of personnel administration, including recruitment and selection, position classification, payroll certification, staff development and training, benefits administration and labor relations; working knowledge of New York State Civil Service law and local rules and regulations; working knowledge of New York State Education law; working knowledge of affirmative action practices; ability to develop personnel programs and assist with policy development; ability to establish and maintain effective professional relationships; working knowledge of information technology relating to personnel software; ability to administer personnel policy for the District; ability to communicate effectively orally and in writing; ability to write/create narrative and descriptive statistical reports; ability to conduct employment interviews; ability to advise management and staff on discipline issues; ability to conduct salary surveys; ability to maintain records; supervisory ability; organizational ability; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus three (3) years paid full-time or its part-time equivalent professional\* experience in personnel activities including recruitment and selection, employee benefits, labor relations, position classification, employee relations, or staff development and training, two (2) years of which must involve managerial experience\*\*;
- OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus four (4) years paid full-time or its part-time equivalent professional\* experience as defined in (A) above, two (2) years of which must involve managerial experience\*\*;
- OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus six (6) years paid full-time or its part-time equivalent professional\* experience as defined in (A) above, two (2) years of which must involve managerial experience\*\*;;
- OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

\*Professional experience, for the purposes of these minimum qualifications, does not include secretarial, clerical or similar work experience.

\*\*Managerial experience, for the purposes of these minimum qualifications, must involve supervision of work groups, the direction and control, at a minimum of an identifiable program or organizational unit where the 'manager' is involved in resource allocation, program planning and evaluation, and policy formulation.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADOPTED:** November 14, 2016