

SENIOR HUMAN RESOURCES DIRECTOR - RCSD

Code No.: 6-04-042
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position, located at the Rochester City School District, responsible for providing direct support to the Chief of Human Capital Initiatives in managing Human Resources programs, functions and activities. Duties include ensuring personnel related programs and activities such as recruitment, compensation, employment verification, hiring practices, disciplinary actions, grievance and appeal procedures, are performed in conformance with District policies, regulations, collective bargaining agreements, and local, state and federal laws and regulations. Duties also include working on project assignments such as data analysis, reporting and tracking. This position differs from Human Resources Director-RCSD by virtue of developing personnel policies for the District and representing the Chief of Human Capital Initiatives at senior level staff and general public meetings. The employee reports directly to, and works under the general supervision of the Chief of Human Capital Initiatives or other higher-level staff member. General supervision is exercised over Human Resources Directors-RCSD and other professional and 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.)

Develops and administers personnel policies, rules and regulations for employees;

Acts as an advocate for employees by ensuring employee concerns are addressed and resolved promptly, and in a manner consistent with District values;

Analyzes data to assess trends and implement counter-measures that will improve effectiveness of personnel processes;

Addresses personnel related internal audit findings and initiatives;

Coaches and mentors direct reports to increase knowledge and professionalism;

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;

Directs and participates in negotiation sessions with employee unions and administers the provisions of union contracts;

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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;

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 four (4) 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 five (5) 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) An equivalent combination of education and experience as defined by the limits of (A) and (B) 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