

Red Wing Public Schools Position Description

Human Resources Manager

General Information

Department:	District Administration and Support
Unit:	Program Supervisors
Immediate Supervisor:	Director of Finance and Operations
Grade Placement:	20
FLSA Status:	Exempt

Position Summary

The Human Resources Manager is responsible for developing a comprehensive recruitment, retention and employer branding strategy for Red Wing Public Schools along with proactively performing professional functions of the day to day operation of the Human Resources Department. This includes the administration of an effective and efficient service-oriented human resources office, development and implementation of appropriate personnel guidelines, processes, and procedures in accordance with Board policy, administrative regulations, and negotiated contract provisions for employees and employee groups. Reporting to the Director of Operations, this position will work closely with district leadership including the Director of Communications, the Human Resources manager will increase awareness and knowledge about Red Wing Public Schools through site visits, events, correspondence, and other marketing such as digital and print media. Establishing new partnerships with colleges, universities, and educational organizations while also cultivating and managing existing relationships is essential. The Human Resources Manager will be a strategic thinker with the ability to identify and attract top talent and have a passion for building strong teams.

Under limited supervision, areas of responsibilities shall include, but are not limited to recruitment/selection systems, annual staff planning, onboarding, employee benefits administration, employee leave administration, employee relations, performance management, certification and licensure administration, HRIS, negotiations, and related work as apparent or assigned.

Essential Duties and Responsibilities:

A. Recruitment

1. Develop and implement new and creative ways to attract, recruit, hire, and retain a highly effective and diverse workforce for our organization, including branding, sourcing, screening, interviewing, and onboarding; take steps to ensure a positive candidate experience.
2. Designs and implements diversity initiatives integrated into the recruitment and retention processes.
3. Creates appropriate job descriptions and assists in redefining job descriptions as needed.
4. Provide training and direction to district leadership and hiring managers on recruiting, hiring, and developing strategies including implementation of employee lifecycle processes.
5. Provide tracking and reporting to management to identify recruiting needs and progress.
6. Develops and maintains professional relationships with college, university, and community college placement offices, coordinates and participates in college and university career

- programs, recruitment, job fairs, seminars, and relevant conferences, training programs, or workshops.
7. Manage the effective and timely marketing of applications for vacant positions, review of applications/interview of applicants; and recommendations of candidates.
 8. Coordinates and continues to improve the employee onboarding process.

B. Staffing

1. Monitors a wide variety of programs, including but not limited to recruiting, student teacher candidates/internships, teacher licensing, alternate route certification, and employee assistance program for the purpose of ensuring district compliance with established guidelines.
2. Maintain an accurate district-wide staffing database.
3. Refines processes, procedures, and programs related to employee transfers, promotions, and placements.
4. Provide information to other administrators and departments related to current staffing levels/assignments, budgetary allowances/constraints on staffing, budget proposals and justification for staffing increases, compensation, contractual benefits, etc.
5. Manage the coordination of the employee performance management process.
6. Conducts follow-up visits with new hires to facilitate problem-solving and assist employees with a smooth transition to Red Wing Public Schools.
7. Assist in the development and coordination of district employee mentorship programs and succession planning.

C. Resources Management

1. Performs benefit administration (healthcare, flexible spending, dental, life, long-term disability, short-term disability, and worker's compensation) to include compilation and updates of employee and retiree information; claims resolution, change reporting, and communicating benefit information to employees.
2. Preparation and issuance of contracts/assignments for employees.
3. Manage the substitute service for all employee groups.
4. Maintain and administer an effective and efficient service-oriented human resources office.
5. Promoting the full, efficient use of the District's Human Resources Information System (HRIS) within the department, and effective integration of the HRIS with other administrative software used in the District as needed.
6. Compile and maintain accurate and current employee records and personnel data. Administering appropriate policies and regulations for personnel services, including staff recruitment, appointment, and evaluation; employee evaluation, discipline, promotion, transfer, or termination, health records, attendance, and professional development.
7. Assists in the development and implementation of appropriate personnel guidelines and procedures.
8. Compiling and evaluating personnel data for summary reports and program proposals for improvement, including staff absence, fringe benefits, compensation, and personnel needs, both short and long-range.
9. Serves as a resource for staff on interpreting Board policy, administrative regulations, personnel procedures, and collective bargaining agreements for employees and employee groups.
10. Ensure the data privacy and confidentiality of all personnel records and information.

D. Labor Relations

1. Administer all temporary and long-term employee leave provisions.
2. Serves as needed as a representative on the Board of Education personnel committee, meet and confer committees and negotiation teams as designated by the Superintendent.
3. Ensuring the consistent and fair administration and interpretation of personnel policies, regulations, procedures, and negotiated collective bargaining agreements. This may involve completing employee investigations, writing reports of findings, and making recommendations.

4. Responsible for responding to all inquiries but not limited to: employee relations concerns, FMLA, FLSA, Title VII, ADA, policies, and workers.
5. Serves as the district's Human Rights Officer and Title IX Coordinator for the district.

Knowledge, Skills, and Abilities

Thorough knowledge of Minnesota school specific and general human resources laws, rules, regulations, requirements and guidelines; thorough knowledge of human resources practices and procedures including recruitment, selection, employer branding and retention strategies, wage and salary administration and professional licensure; thorough knowledge of school district organizations, functions, operations and jobs; thorough knowledge of district policies, practices, procedures, handbooks and manuals; thorough skill in the use of personal computers and related software packages, hardware and peripheral equipment; thorough skill using HRIS systems; thorough skill using standard school employee absences software; thorough skill using standard finance and accounting software; evidence of excellent human relations skills, including ability to facilitate the work of teams; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to present ideas effectively, both orally and in writing; ability to prepare and administer personnel policies, practices and procedures; ability to establish and maintain effective working relationships with school officials, associates and the general public. Must have the ability to schedule a number of activities, meetings, and/events; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities. Flexibility is required to independently work with others in a wide variety of circumstances and to adapt to changing work priorities. Problem-solving is required to analyze issues and create action plans. Problem-solving with data requires independent interpretation of guidelines. Demonstrated ability to work as part of a team, build positive relationships, and reliable and consistent attendance.

Education and Experience

Bachelor's degree with coursework required in human resources, business administration, or related field and moderate experience required. Master's degree preferred. A minimum of three years in progressively responsible human resource roles is required; experience in the public sector is preferred. 3+ years of experience in Employee relations, benefits administration, recruitment and selection, and contract administration.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).