

Job Description

Job Title: Senior Manager – Human Resources
Department: Human Resources
Reports To: Executive Director of Human Resources
Salary: Non-Representative salary schedule – Range 5 – 240 calendar days

JOB SUMMARY

The Human Resources Manager will provide a broad range of duties including primary oversight of operations, recruiting, hiring, onboarding, wellness program, classified union liaison, and supervision/evaluation of HR staff. The HR Manager participates on the district Leadership Team and attends regular meetings and professional development.

Equity & Inclusion: This position requires an individual who demonstrates commitment to equitable practices in education and demonstrates an unwavering commitment to eliminating academic disparities among students that exist because of race, gender, ethnicity, disability, sexual orientation, or family income.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Manages daily operations of the HR department in a manner consistent with administrative direction, district policies and procedures, requirements of the law, and district priorities and goals.
- Exercises judgment to organize and prioritize activities, resolve issues, and respond to requests for assistance.
- Assists Executive Director in preparing for and conducting union negotiations, including collective bargaining agreements, memorandums of understanding, and resolutions of disputes.
- As directed, assists Executive Director with union relations, including Labor Management Committee, Professional Issues Committee, and other labor-management meetings as needed.
- On behalf of the Executive Director may attend meetings as assigned.
- Will oversee the public service loan forgiveness program (PSLF) and assist staff with questions as needed.
- Demonstrates effective and efficient organizational skills under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Assists Executive Director in planning and facilitating Regional HR Collaboration meetings with partner districts.
- Develops skill(s) necessary to meet changes in the position.
- De-escalates individuals in stressful situations using a calm and deliberate manner.
- Demonstrates skill in researching and analyzing issues and translating information into reports.

- Utilizes high degree of skill in using spreadsheets, presentation software, video conferencing, database management, Google docs, and a variety of technology utilized by the district.
- Maintains strict confidentiality.
- Effectively builds and sustains positive professional and interpersonal relationships.
- Provides exceptional customer support to departments, schools, districts and partners.
- Assists the Executive Director in the administration of the HR department.
- Assumes responsibility for completing assignments given by the Executive Director and performs other related duties as directed by the Superintendent and/or Deputy Superintendent.

Other

- Communicates effectively with diverse populations in a culturally relevant and responsive manner.
- Demonstrates commitment to continuous professional learning
- Utilizes creative problem-solving skills
- Demonstrates ability to manage budgets and optimize resources
- Creates a positive work environment by:
 - Seeking to understand diverse points of view
 - Soliciting input from others
 - Commitment to transparency and open communication while navigating areas of constructive conflict and healthy tensions amongst the team
 - Responding effectively to crisis situations
 - Advocating for and modeling antiracism practices
- Acts conscientiously by:
 - Maintaining good attendance.
 - Being punctual for all classes and meetings.
 - Notifying appropriate staff and others of absences and schedule changes in a timely manner.
 - Completing required paperwork in a specific time and manner.
- Follows Willamette ESD procedures, especially as outlined in the Staff Handbook, and assists support staff to do the same.
- Communicates clearly and effectively in a variety of situations, including difficult ones, with school staff, agency staff, students, district staff, and the public.
- Maintains positive public relations; demonstrates effective written and verbal communication skills, and acts as a team player.
- Immediately reports all matters of non-compliance to the district.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends monthly Board meetings, as directed.
2. Assists in collective bargaining agreement negotiations.
3. Assists other ESD administrators and employees in the performance of some or all of the above responsibilities and principle accountabilities.
4. Attends in-service trainings, staff meetings and completes required paperwork in a timely manner.

5. Operates a variety of standard office machines and equipment such as phone, photocopier, computer, scanner, fax, etc.

SUPERVISORY RESPONSIBILITIES

1. Supervises Human Resources staff as assigned.
2. Assist with interviewing, selection, training, orientation, and performance evaluations.

EVALUATION

This position will be evaluated based upon the essential and marginal duties and responsibilities as outlined above as well as held to the standards, both WESD and State of Oregon, as outlined in the evaluation system and employee handbook.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Any equivalent combination of education and experience, which demonstrates the knowledge, skills and abilities required, will be considered. however, the following is preferred:
 - Bachelor's degree in Human Resources, Marketing, Communication, Business Administration, or related field.
 - Human resources management experience with knowledge of public sector and labor relations
 - Five years of experience directly related to the duties and responsibilities specified.
 - Must possess the knowledge, skills, and abilities to accomplish the essential functions of the position

Preference will be given to candidates who have management experience in a public education setting.

Excellent oral and written communication skills, strong organizational skills and proven skills in working collaboratively and productively in a team environment while building consensus among diverse groups, including department personnel and partner agencies. Demonstrated ability to analyze complex situations and implement proactive or corrective actions and strategies. Ability to develop and maintain supportive, cooperative relationships with a variety of staff, and district administrators. Demonstrated ability to facilitate groups in meetings and workshop settings, solve problems, make decisions and engage others in creating a vision, designing, and implementing programs to realize the vision.

- **Interpersonal Skills:** Works well with others. Focuses on resolving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and contributes to building a positive team spirit.
- **Language Skills:** Must have excellent communication skills and ability to communicate fluently, both verbally and in writing, in English.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer Skills:** General knowledge of computer usage and ability to use word processing, multimedia and database software, E-mail and the Internet.
- **Other Skills and Abilities:** Demonstrated organizational skills and teamwork skills, ability to multi-task while completing tasks in a timely manner. Ability to work independently and adjust to a changing work environment.
- **Confidentiality:** The employee maintains the integrity of confidential information relating to agency records and data, students, families, colleagues, or district patrons. The employee uses or relays personal and agency information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
- **Attendance Standards:** Timely and regular attendance is an expectation of performance for all employees. Employees will be held accountable for adhering to their regular work hours and schedule. In the event an employee is unable to meet this expectation, he/she shall obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work, and any special attendance needs of the position as determined by the ESD.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is regularly required to walk and reach with hands and arms. The employee is occasionally required to stand, climb or balance, stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds. Some positions may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

SAFETY REQUIREMENTS

1. Compliance with all safety rules, protocols, and procedures established at each specific work site.
2. Completion of mandatory written reports after a safety or security incident.

3. Responsibility to communicate all safety related incidents and concerns to supervisor and other responsible individuals at each work site.
4. Maintain situational awareness of the environment at all times.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with this position. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The District may add, modify or delete any aspect of this description (or the position itself) at any time as it deems advisable.

Prepared By: Willamette ESD

Date Revised: August 2021

I have read and understand this job description.

Printed Name

Signature

Date