

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
EMPLOYMENT HUMAN RESOURCES MANAGER

Classification Summary

Under the direction of the Human Resources Director, the Human Resources Manager will lead, manage, and direct the daily operations and functions of the District's Human Resources Employment Department.

Essential Duties and Responsibilities

- Manages the daily operations of the Human Resources Department in coordination with the HR Benefits Manager.
- Conducts performance evaluations and professional development of Human Resources Department staff.
- Maintains knowledge of industry trends and employment legislation, both Federal and State.
- Ensures District compliance with all Federal and State legislation pertaining to human resources and employment matters.
- Oversees the District's certified and classified hiring process.
- Implements quality practices including benchmarking and measurement systems.
- Reviews past job performance in compliance with Idaho Code 33-1210
- Oversee processing and annual distribution of Certified contracts and Classified letters of employment.
- Collaborates with IT, Payroll, and other District departments to ensure the successful implementation and maintenance of the District's human resources and payroll management systems.
- Drafts written communications with regard to human resources and employment matters..
- Validate salary and class placement of new employees.
- Plans, organizes, and implements programs and special projects as directed.
- Assists HR Benefits Manager as needed.
- Participates on committees as directed.
- Attends and participates in conferences and other training to enhance job performance.
- Performs related duties as assigned.

Competency Requirements

Knowledge of

- Principles, practices, and procedures of human resources and best practices.
- Practices and procedures related to certificated and classified personnel.
- Federal, State, and local laws, rules, and regulations.
- Board and District policies.
- Employee contracts.
- Effective supervision, evaluation, progressive discipline and due process requirements.
- District organization, operations, policies and objectives.
- Record-keeping and report preparation techniques.
- Research methods.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.

- Microsoft Office Suite, including Access, Excel, PowerPoint, and Word.
- Google Apps for Education, including Gmail, Calendar, and Drive.
- Some knowledge and experience with web design.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to

- Work with limited supervision.
- Lead and manage a team of human resources clerks, and analysts.
- Maintain consistent, punctual, and regular attendance.
- Work and plan cooperatively and collaboratively with Benefits Manager and other departments.
- Communicate effectively both verbally and in writing.
- Display a positive, professional attitude.
- Establish and maintain effective working relationships.
- Gather facts, analyze and report research findings in a clear, complete, and logical form.
- Prepare and maintain a variety of records, files, and reports.
- Maintain confidentiality.
- Adhere to District policies and procedures.
- Interpret, apply, and explain applicable laws, codes, rules, regulations, policies, and procedures.
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties.

Acceptable Experience & Training

- A bachelor's degree in human resources, business administration, public administration,, or equivalent experience in the Human Resources field
- Minimum of three (3) years of supervisory experience.

Essential Physical Abilities

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal conversation and to communicate effectively on the telephone and in-person.
- Ability to comprehend the meaning of words and respond effectively.
- Visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials.
- Manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive motions and to operate a personal computer and standard office equipment.
- Personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lifting or moving objects that weigh up to 20 lbs.
- Related job tasks may require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, and grasping.