



HASTINGS PUBLIC SCHOOLS

POSITION DESCRIPTION

Job Title: Supervisor of Human Resources

Department: Human Resources

FLSA Status: Exempt

Bargaining/Work Unit: Supervisors

Reports To: Director of Human Resources

Band/Grade: 13

Position Last Updated: 6.10.26

JOB SUMMARY

To develop, direct and provide ongoing leadership for day-to-day human resources functions, including hiring processes, staffing, compensation analysis, benefit administration, contract administration, and compliance with state and federal laws related to employment, within established policies, goals and philosophies of District 200.

SUPERVISORY RESPONSIBILITIES

Human Resource Generalist

Welcome Center/HR Assistant

ESSENTIAL DUTIES AND RESPONSIBILITIES

Human Resource Supervision/Labor Relations

Percent of Time: 55%

- Directs and supervises the Human Resources Generalist and the Welcome Center/HR Assistant and is responsible for their selection, work assignment, training/development, evaluation, and other personnel related matters.
- Provides assistance and guidance to district administrators/hiring supervisors in addressing employee performance and/or discipline issues, contract interpretation, licensure requirements, leaves of absence, etc.
- Oversees the administration of the District's direct compensation programs including job descriptions; job evaluation and classification; market surveys; contract interpretation; and performance management systems.
- Ensures the timely, effective and complete orientation and ongoing training of department and District staff in all areas required and expected by applicable laws / regulations or policies of District 200.
- Develops guidelines for the preparation and distribution of current and accurate information covering employment arrangements, compensation and benefits, e.g. contract dissemination, as well as other informational materials.
- Guides the implementation and assessment of technology supported human resource systems e.g., automated substitute system, electronic application process.
- Assesses the effectiveness of recruitment processes and actively recruits for open positions through various avenues such as job fairs, etc.
- Ensures compliance with all applicable state and federal laws regarding human resources.

- Ensures the timely and accurate completion of state and federal compliance reports and District reporting responsibilities as required or requested.
- Actively represents the district in community-based and state organizations where there are mutual interests.
- Acts as lead resource for District collective bargaining negotiations; acting lead negotiator as assigned.
- Gathers and prepares comparative and other data, used during the negotiations process.
- Serves as a primary convener on discipline and grievance issues to ensure actions taken are consistent with applicable laws, regulations, and contracts.
- Prepares final contracts and Terms and Conditions of employment for distribution and posting, upon settlement of agreement.

Staffing and Information/Records Management

Percent of Time: 35%

- Coordinates the staffing process including the posting, application, hiring, and onboarding processes, ensuring positions are posted in accordance with bargaining contract terms and all District and legal documentation are completed as required, i.e. I9 forms, background checks, etc.
- Assists with the annual staffing process, advises supervisors on employee assignments based on allocations available and ensures contractual requirements are followed (e.g. teacher seniority, FTE rights, spring postings).
- Processes employee status changes in a timely fashion, including recalculation of time, rate verification, determining of benefits etc.
- Creates and maintains personnel files, ensuring documents are filed in a timely manner and there is a complete and accurate personnel database for all staff.
- Ensures the timely preparation of the Human Resource Personnel Report for School Board approval.
- Maintains and sends out bargaining group seniority lists and monthly union data reports in a timely manner.
- Assists with the completion of public data requests.

Customer Service and Employee Relations

Percent of Time:

- Performs general HR customer service functions by responding to employee questions.
- Manages, reviews compliance, and administers employee leave systems and requests; Administers leaves for employees and ensures compliance with HIPPA, COBRA, FMLA, PFML, and ADA.

Special Projects

Percent of Time: 5%

- Proposes recommendations for improvements, enhancements or changes in Human Resources procedures and methods.
- Attend meetings, workshops, and training sessions to maintain knowledge in areas related to position.
- Stays abreast of changing laws and requirements related to work.
- Performs other job-related duties as requested or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work cooperatively with others, in a manner that builds respect and teamwork.
- Highly developed interpersonal skills, including listening, communication, and presentation of information.
- Demonstrated exceptional customer service skills including outstanding conflict resolution, responsiveness and follow through.
- Ability to effectively communicate through a variety of mediums.
- An ability to work purposefully, confidently and independently within authority and responsibility parameters of the position under minimal supervision.
- High tolerance for stress and an ability to handle multiple and changing priorities and requests from a wide variety of sources, with attention to detail and deadlines.
- Excellent organizational, planning, group process and time management skills, and an ability to provide clear, correct answers and direction to others.
- Demonstrated knowledge and skills necessary for effective recruitment practices and interview strategies.
- Knowledge of state and federal laws, regulations and reporting requirements governing school districts.
- A comprehensive working knowledge of mandated and supplemental employee benefits.
- Skills in planning, process management, compliance testing and outcome evaluation.
- Effective delegation skills and ability to provide clear direction and support to others.
- Demonstrates a commitment to the growth and development of staff.
- Demonstrated ability to transfer information into easily understood documents.
- Demonstrated attention to detail.
- Knowledge of applicable regulations as well as recommended “best practices” in workers compensation, record retention, data privacy, etc.
- Ability to create/maintain accurate records and tracking systems.
- Highly developed program design, planning, implementation and communication skills and ability to effectively apply such skills in diverse and sometimes adversarial settings.
- Demonstrates the ability to handle confidential and/or sensitive information.
- Ability to review and recommend action on reported policy violations in a manner consistent with federal, state and District regulations and guidelines.
- Knowledge, ability and skill to train employees in policies and procedures relevant to protecting the rights of the District, its staff and students.
- The knowledge, skill and ability to work harmoniously and effectively with individuals and groups, requiring highly developed group process and meeting facilitation skills.
- Knowledge of and ability to clearly explain, interpret and apply policies, procedures, protocols, regulations and legislation established by the Board of Education and/or mandated by state or federal government.

EDUCATION/CERTIFICATION REQUIREMENTS*

Bachelors or equivalent in human resources, or a closely-related field.

EXPERIENCE REQUIREMENTS*

- Two years experience in applicable areas of human resources with supervisory experience.
- Experience in a school district setting preferred.

* Such alternatives to the above qualifications as the District may find appropriate and acceptable.

PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job.

Physical Job Requirements:

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	N
Walking	O	Up to 25 pounds	O		
Sitting	F	Up to 50 pounds	N		
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	F	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	O	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Fumes	O
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	N
Distinguishing smell	N			Very loud noise (i.e. jack hammer, front row rock concert)	N
Distinguishing temperature	O			Vision for close work/ability to adjust focus	
Traveling by automobile	O			Looking at computer monitor	F
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.