

## JOB DESCRIPTION

**JOB TITLE:** Director II (Human Resources)

**SUPERVISOR:** Assistant Superintendent,  
Human Resources and Staff Support

**POSITION CODE:** 1E25, AE25

**PAY GRADE:** 49S

**JOB CLASSIFICATION:** Exempt

**CONTRACT LENGTH:** 245 Days

### JOB SUMMARY

Position is responsible for developing, implementing, and maintaining a human resources program to include employment processes, employee counseling, development and professional growth, benefits, compensation, performance management, internal employee communication, and regulatory compliance.

### ESSENTIAL DUTIES

1. Administers employment policy, procedures, and recruitment programs to ensure proper staffing of open positions with the best qualified full-time, part-time, and substitute personnel and the attainment of required levels of highly-qualified staff.
2. Develops, implements, and coordinates employee relations programs ensuring that positive, open communications between management and employees exist to include new employee orientation, employee opinion surveys and internal communication publications.
3. Administers an up-to-date evaluation and classification program for positions in the division, to include maintaining current job descriptions.
4. Administers the compensation plan in accordance with policy and within budgetary guidelines and conducts periodic market surveys to ensure that the compensation plan is competitive.
5. Administers the employee benefits program including internal communications, proper enrollment of employees, and ongoing external reviews of the total benefit program to ensure a competitive posture.
6. Develops, identifies, and recommends new human resources policies and changes, as needed, to comply with changes in federal and state statutes, and as they affect employee morale, productivity, and retention.
7. Manages employee grievances and discharge recommendations to the proper resolution and coordinates and recommends involvement of legal counsel as necessary with regard to state and federal statutes governing employee/management relationships and the handling and resolution of claims.
8. Administers the human resources information system (HRIS) to readily provide employee data to management for purposes of planning and monitoring including full implementation of the position control and employee self service systems.
9. Administers training and development initiatives related to Human Resources policies/programs and leadership development.
10. Ensures that performance assessments are completed for employees in accordance with policy.
11. Conducts research and comparative studies of best practices in human resources practices in other school systems and industry.
12. Administers Human Resources and Worker's Compensation departmental budgets and participates in development of overall school division budget.
13. Interprets policies and provides consultation and assistance in human resources matters to management and employees.
14. Identifies legal requirements and government reporting regulations affecting the human resources function and directs the preparation of information required for compliance.
15. Leads selection process for filling of vacancies in key leadership positions.
16. Models nondiscriminatory practices in all activities.

### OTHER DUTIES

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge of developments and research in the profession.
2. Performs any other related duties as assigned by the Assistant Superintendent Staff Support.

**JOB SPECIFICATIONS**

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, who are otherwise qualified, to perform the essential functions.

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED)**

Bachelor’s degree from accredited college or university required (Master’s degree preferred). Degrees in human resource management, public administration, business administration or a related field preferred. Certification as PHR or SPHR is required. Eight or more years of senior human resource leadership experience required. Knowledge of human resource management and related laws and policies required. Demonstrated ability to advise management and employees on resolution of human resources issues, using conflict management, interpersonal and teambuilding skills required. Experience supervising professional staff, managing budgets and transforming human resource data into management information required. Demonstrated strong computer skills in MS Office 2007/XP required.

**WORKING CONDITIONS AND PHYSICAL DEMANDS**

The physical requirements described herein are representative of those which 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, who are otherwise qualified, to perform the essential functions.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and reach overhead.

**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. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**SUPERVISION EXERCISED:**

Position provides overall supervision of the Human Resources department. Direct reports include; Supervisor, Compensation and Benefit Analysts, Worker’s Compensation Specialist, Benefits Technician and secretarial support.

**SUPERVISION RECEIVED:**

Assistant Superintendent, Human Resources and Staff Support.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Director II (Human Resources) will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent, Human Resources and Staff Support. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date