TITLE: **Assistant Director Human Resources**

QUALIFICATIONS:

1. Holds a bachelor's degree in personnel, business administration or related field
2. Has three years’ experience in human resources, personnel or employee relations, including at least one in a lead or supervisory capacity
3. Has demonstrated effective interpersonal relations skills including the ability to communicate and work effectively with employees, staff and the community
4. Has demonstrated competence in the application of employment laws, statutes, regulations and policies
5. Is proficient in the use of computers, standard computer programs and human resources related software

REPORTS TO: Director Human Resources

JOB GOAL: To assist the Director of Human Resources in the organization, planning, direction and implementation of all of the District’s human resource programs and activities

PERFORMANCE RESPONSIBILITIES:

1. Assist in the organization, planning, direction and implementation of all recruitment and employment marketing strategies and processes for both certified and classified employees
2. Assist in the organization, planning, direction and implementation of programs and activities dealing with employee relations, benefits and assistance
3. Monitor BCEA contract regularly and prior to negotiations, in order to provide Director of HR with any modification recommendations for the Board negotiation team
4. Coordinate and supervise the substitute employee management system
5. Review substitute exclusion reports and determine appropriate action and/or training to be administered.
6. Facilitate orientations of newly hired substitute employees.
7. Assist in keeping personnel ~~processes~~ policies and procedures in compliance with federal, state and local laws. ~~regulations, policies and contracts~~
8. Assist in the development and manag~~e~~ment of the departmental budget
9. Assist in maintaining records and files for all former and current employees and applicants according to the retention schedule as defined by the Kentucky Public Records Management Laws
10. Work with administrative staff to assess personnel needs in all schools and departments
11. Maintain and update all District job descriptions, employee handbooks and departmental website information assuring that they are accurate and up-to-date
12. Maintain and update personnel policies and procedures
13. Assist in the administration and coordination of the drug and alcohol screening activities
14. Supervise and evaluate the performance of assigned personnel
15. Provide support assistance to all generalists to include performing specific generalist duties during absences and times of high workload demand
16. Perform other duties consistent with the position assigned as may be requested by the Director Human Resources

TERMS OF EMPLOYMENT:

* Salary– Supervisors’ Salary Schedule
* 8 hrs. per day
* 40 hrs. per wk.
* 246 days
* 12 months
* Board approved: 2/10/11, Rev 4/20/2017