



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

08/21/2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve The Human Resource (HR) department requests Board approval for the creation of a new job description entitled "Assistant Director of Human Resources".

APPLICABLE BOARD POLICY:

03.233 "Duties": Job Description

HISTORY/BACKGROUND:

On 09/30/2018, one of the four Human Resources Coordinators will retire from the Kenton County School District. Instead of posting and hiring for the Coordinator position, the District would replace the position with an Assistant Director of Human Resources. The Assistant Director will: serve as the office manager for the HR team, step into a coordinator's role during times of peak demand, coordinate employee recruiting efforts, ensure District compliance with policies, procedures, regulations and laws and implement efficient and systemic processes surrounding the operation of the HR department. Creation of the Assistant Director position will allow the Executive Director of HR to focus on policy and procedure creation and enforcement, job description revision, communication amongst District personnel, litigation/mitigation, employee investigations and strategic initiatives designed to make the HR operation a world class system supporting the education of all Kenton County School District students.

FISCAL/BUDGETARY IMPACT:

\$8,357. The average annual coordinator salary is \$53,307. The coordinator position requires the District to pay a CERS retirement match of 21.48% in 18-19, and this percentage will continue to increase over the next several years. The proposed Assistant Director position will be paid on the G27 classified salary scale, but as a degree required position, will pay into TRS and only require the District match of 3%. It is anticipated the salary for the Assistant Director position will be in the 5 – 7 years of experience level, equating to an annual salary of \$70,984. The following formula demonstrates the difference in salary and retirement benefits: $((\$70,984 * 1.03) - (\$53,307 * 1.2148))$, $(\$73,114 - \$64,757) = \$8,357$. Additionally, the Assistant Director position will be exempt from the Department of Labor's overtime rules, which will decrease the amount of additional time and overtime paid to coordinators during the peak summer hiring season, thus further reducing the cost to hire an assistant director versus an HR coordinator.

RECOMMENDATION:

It is recommended the Kenton County Board of Education approve the job description for the position of Assistant Director of Human Resources.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

CONTACT PERSON:

Matt Rigg, Executive Director Human Resources

Principal



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.

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Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn
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Kenton County School District
Job Description: Assistant Director of Human Resources
Job Class Number: TBD

TITLE: Assistant Director of Human Resources

QUALIFICATIONS:

1. Holds a bachelor's degree in Human Resources, Business Administration or related field
2. Minimum of three (3) years' experience in Human Resources, Personnel or employee relations
3. Minimum of one (1) year in a lead or supervisory role
4. Human Resource certification preferred
5. Experience with personnel duties in an educational setting preferred

REPORTS TO: Executive Director of Human Resources

SUPERVISES: Assigned Human Resource team members

JOB GOAL: Assists the Executive Director of Human Resources with the overall administration, coordination and evaluation of the human resource function.

PERFORMANCE RESPONSIBILITIES:

1. Interprets, applies and explains District policies, procedures, rules and regulations pertaining to all personnel
2. Assists with District compliance of federal, state and local legislation pertaining to all personnel matters
3. Reviews and makes recommendations for improvement of the District's policies and procedures on personnel matters
4. Assists in the organization, planning, direction and implementation of programs, activities and onboarding surrounding employee relations
5. Supervises and evaluates assigned staff of the Human Resource team
6. Assists in the development and management of Human Resource team members
7. Provides support and assistance to the Human Resource team, which may include performing specific duties of Human Resource team members, during absences and times of peak demand
8. Oversees and supervises the substitute employee management system
9. Works closely with the Finance team on payroll setup processes and procedures as well as the efficient and effective use of the District's payroll software as it relates to the relationship between Human Resources and Finance
10. Assists in the review and preparation of the District's wage and salary program
11. Assists in maintaining records and files according to all applicable policies, procedures and laws
12. Coordinates or conducts exit interviews to determine reasons behind separations
13. Advises administrators to assist them in carrying out their responsibilities on personnel matters
14. Assists in the organization, planning, direction and implementation of recruitment and employment marketing strategies for all District positions
15. Plans and organizes work while meeting schedules and deadlines
16. Establishes and maintains cooperative and effective working relationships with others
17. Attends all meetings and/or presides over other meetings as the supervisor designates
18. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: G27 on Classified Position Index

Kenton County School District
Job Description: Assistant Director of Human Resources
Job Class Number: TBD

- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Executive Director of Human Resources

APPROVED: ??/??/????