



NEW: 07/28/2021
SUBMITTED: 07/27/2021

JOB TITLE:	EXECUTIVE ADMINISTRATOR HUMAN RESOURCES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to the Human Resources Division and supports the Chief of Human Resources; plans, organizes and implements human resources systems (including but not limited to departmental metrics, employee evaluation systems, human resource information system efficiency, cross district system alignment, and employee onboarding efficiency).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and maintains a strong, positive working relationship with HR staff, central office staff, and school Principals to support the performance of the HR staff

Monitors the processes of the HR department for effectiveness, efficiency, and quality assurance

Oversees special projects of the HR department ensuring project design, implementation and quality assurance

Monitors human resources policies and procedures and makes recommendations as necessary for effective operations of the District and compliance with federal, state, and local laws and regulations

Oversees the District evaluation system training and monitoring

Serves as a point of contact for customer services for the HR department

Analyzes, interprets, prepares, distributes, and maintains the District's job descriptions, organizational charts and related files

Prepares and presents reports as requested

Responds to open records requests, media inquiries, audit requests, and HR-related inquiries

Represents HR on district and community committees

Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree

Three (3) year's of successful experience in human resources management; some of which has been at a large organization

Demonstrated analytical skills that inform problem-solving and decision-making capacity

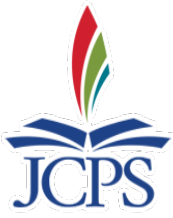
Effective communication skills

DESIRABLE QUALIFICATIONS

Human Resources Certification

Leadership experience in a large organization

Experience in a diverse workplace



NEW:
07/28/2021
SUBMITTED:
07/27/2021

JOB TITLE:	EXECUTIVE DIRECTOR HR – EMPLOYMENT AFFAIRS
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assist the Chief of Human Resources in regulatory matters related to employment, compensation, negotiations, and employee relations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to and monitors the employment law matters impacting the District

Coordinates Unemployment Insurance inquiries and hearing appearances

Researches past and current practices in the area of labor and employment law

Supports District leadership in the area of negotiation of collective bargaining agreements, MOAs, and MOUs

Generates reports as necessary for the effective evaluation of legal implications for HR processes and procedures

Collaborates with District staff to support effective and efficient implementation of negotiated contracts, policies, and procedures

Prepares highly confidential documents and letters and maintains confidentiality protocols and procedures

Coordinates and conducts training and supports district staff in areas of labor management, employee relations, and employment law

Works and coordinates closely with legal counsel on employee disciplinary, contract and other matters

Coordinates creation and delivery of notices of employee disciplinary action and termination

Monitors and implements changes in regulation affecting professionally licensed employee groups

Monitors the adjudication of background checks

Supervises employees as assigned

Completes all trainings and other compliance requirements as assigned and by designated deadline

Performs other duties as assigned

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

Master's degree or higher

Knowledge of the regulatory framework governing professionally licensed employee groups

Demonstrated experience in handling highly confidential legal matters

Ability to work successfully with people

Effective written and verbal communication skills

DESIRABLE QUALIFICATIONS

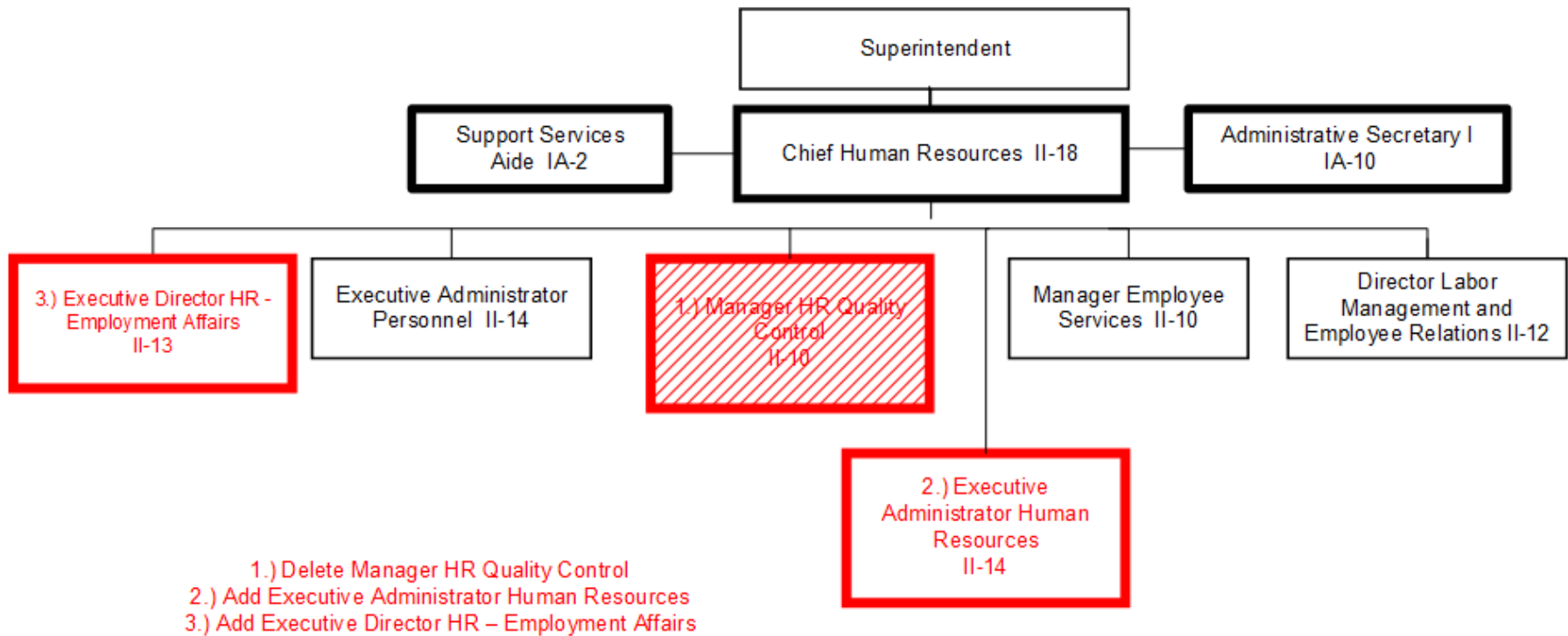
Law degree and admission to the Kentucky Bar

Three (3) years of successful experience as a practicing attorney

Experience negotiating labor agreements

Experience in a diverse workplace

Cost Center HU1
Human Resources Division
2021-2022

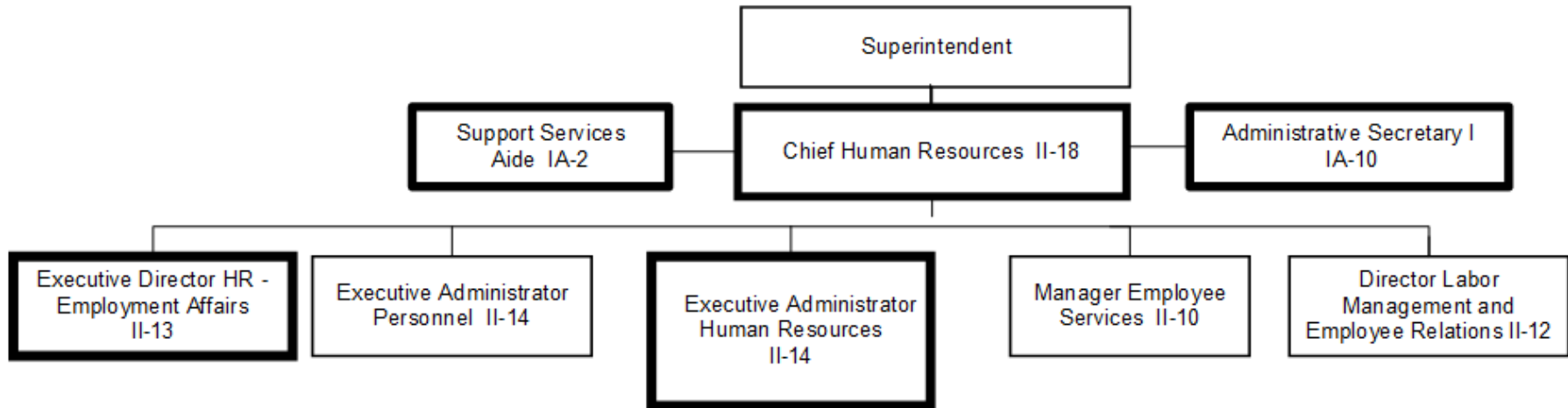


Summary:

General Fund Positions: 4 5

Submitted ~~6/22/2021~~ 7/27/2021
Effective ~~6/23/2021~~ 7/28/2021

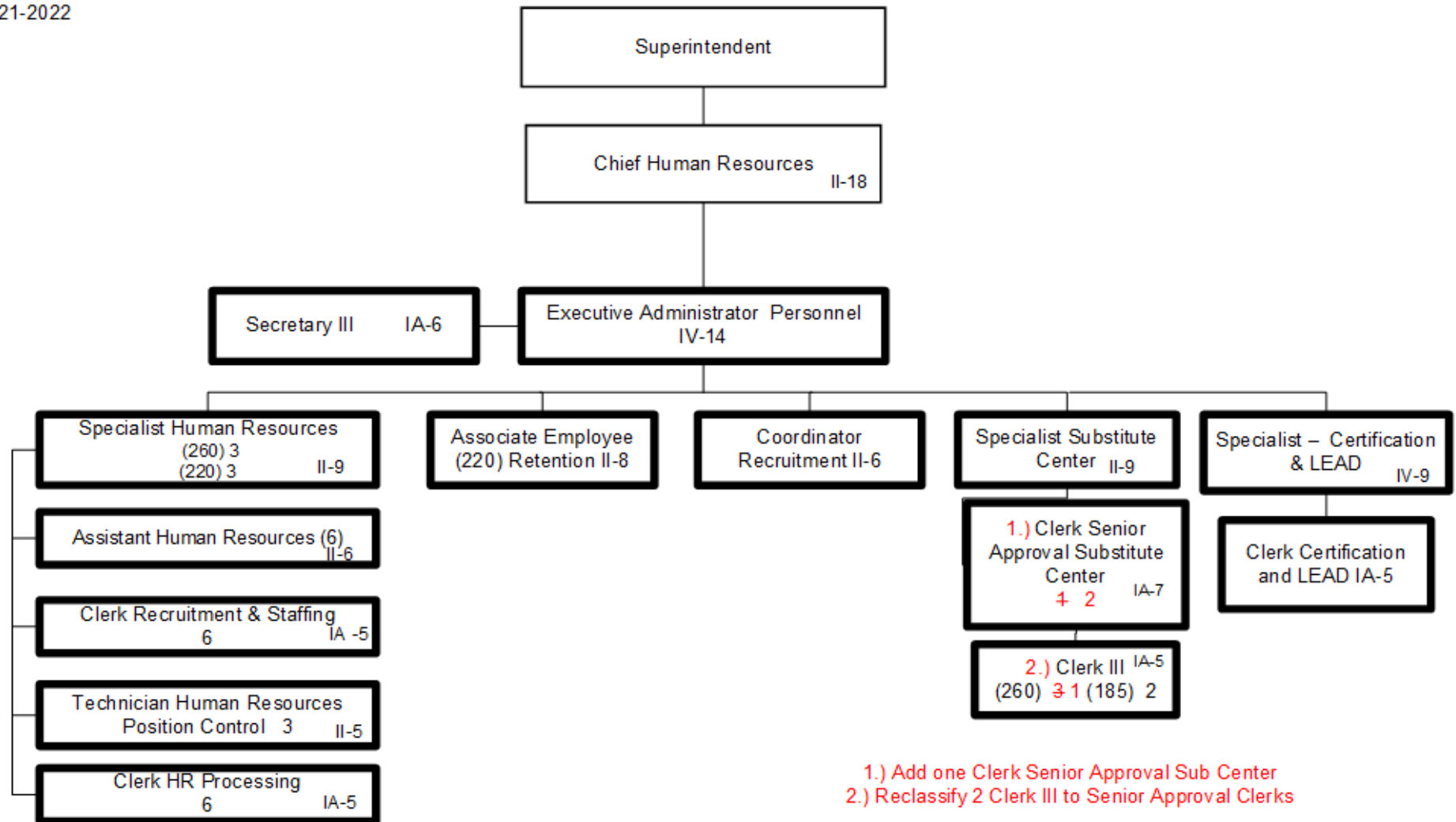
Cost Center HU1
Human Resources Division
2021-2022



Summary:

General Fund Positions: 5

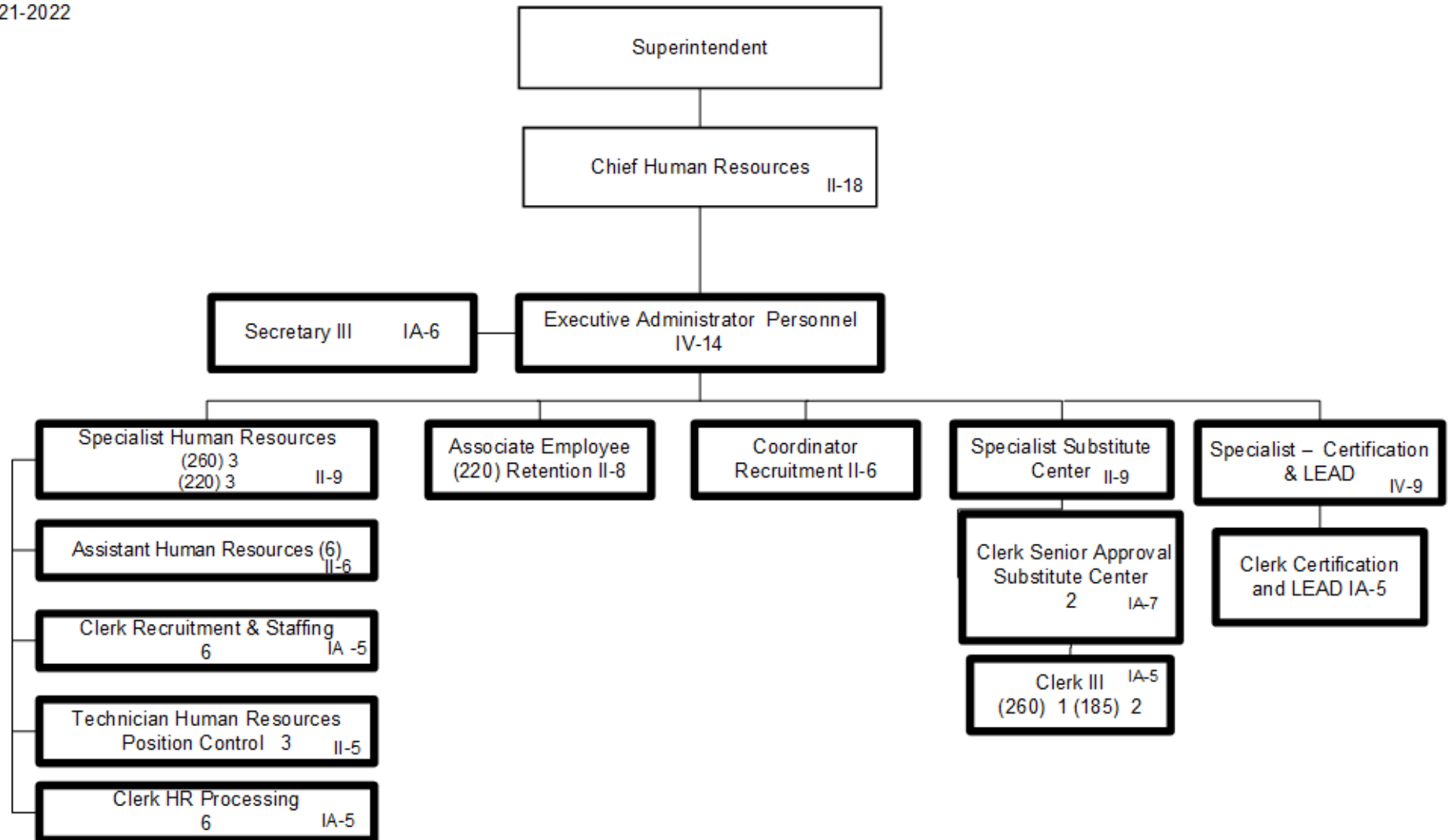
Submitted 7/27/2021
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Summary:

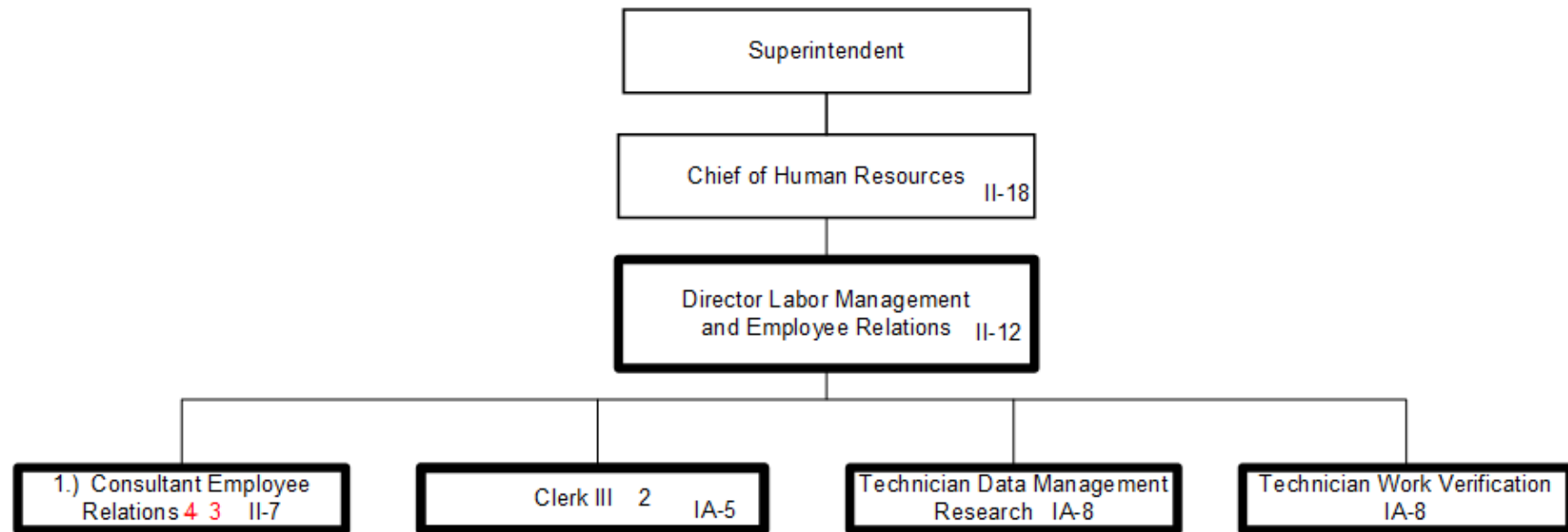
General Fund Positions: ~~40~~ 39

Categorical Fund Positions: 0



Summary:

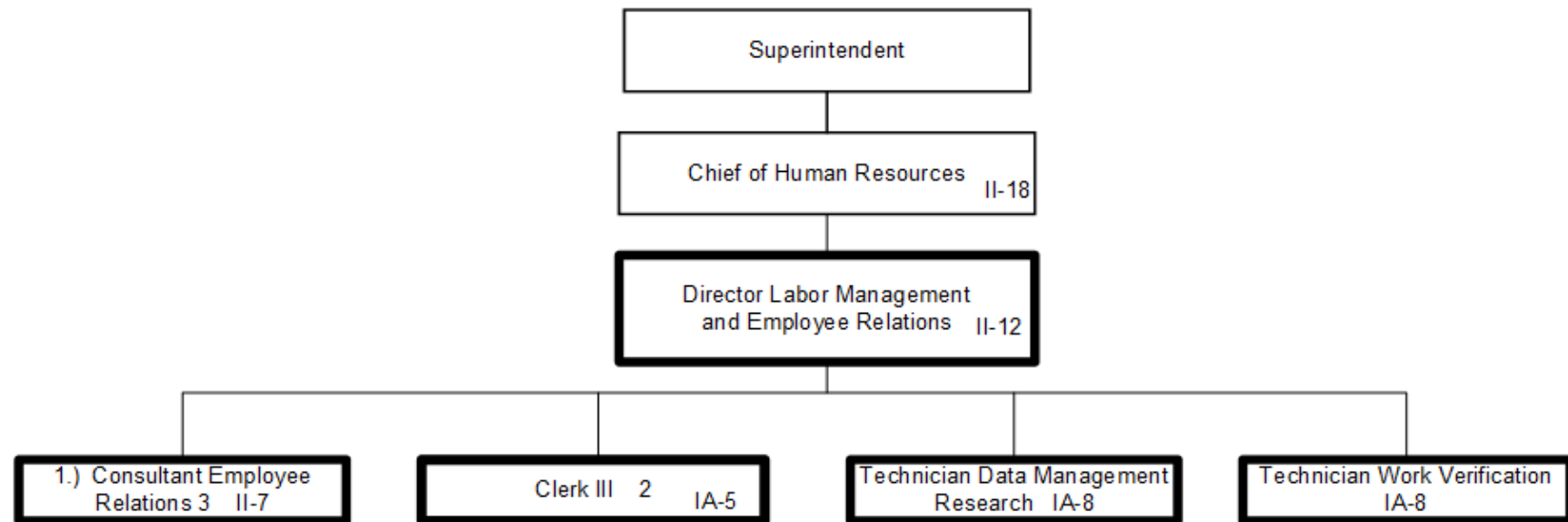
General Fund Positions: 39
Categorical Fund Positions: 0



1.) Delete one Consultant Employee Relations

Summary:

General Fund Positions: ~~9~~ 8
Categorical Fund Positions: 0



Summary:

General Fund Positions: 8
Categorical Fund Positions: 0