



REVISED: Submitted:
 10/26/2022 10/25/2022
 07/01/2025 03/18/2025

JOB TITLE:	EXECUTIVE ADMINISTRATOR HUMAN RESOURCES SERVICES AND OPERATIONS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8419
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides leadership to the Employee Services function of the Human Resources division. Oversees the Benefits, Welcome, and Leave Centers, ensuring high-quality customer service and consistent application of programs, policies, and procedures. Chairs the District's ADA committee. Oversees the District's evaluation program by providing expert counsel to leader across the District related to performance issues Human Resources operations with a focus on HR metrics, data analysis, and employee experience.

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 Employee Services function for effectiveness, efficiency, and quality assurance
Oversees special projects of the HR department ensuring project design, implementation, and quality assurance
Assures compliance with Employee Services' 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. Oversees Human Resources data analysis and systems improvement.
Serves as a point of contact for customer service for the HR department
Advises on job analysis related items on job descriptions and makes recommendations as necessary
Consults on issues of organizational structure and coherence as needed
Oversees employee retention and engagement initiatives
Prepares and presents reports as requested
Coordinates responses to open records requests, subpoenas, Kentucky retirement requests, and audit requests when required
Represents HR on district and community committees
Completes all trainings and other compliance requirements as assigned by the designated deadline
Provides oversight of Employee Services function by establishing processes, procedures, policies, and workflow
Manages department budget and invoice processes
Analyzes data results to establish trends, identify opportunities and determine areas of concern
Monitors changes in regulations to make certain all Employee Services programs remain in compliance

Serves as the HR department's Professional Development contact
Manages staff in daily operations of programs
Provides appropriate training and development for staff
Provides counsel to District leaders regarding performance issues and concerns
Provides reasonable accommodations under the Americans with Disabilities Act including conducting conferences and providing expert counsel to employees and administrators in all areas of ADA compliance
Evaluates staff as assigned
Other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

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.
This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Master's Degree
Three (3) years 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



REVISED: Submitted:
7/1/2025 03/18/2025

JOB TITLE:	EXECUTIVE ADMINISTRATOR HUMAN RESOURCES SERVICES AND OPERATIONS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8419
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to the Employee Services function of the Human Resources division. Oversees the Benefits, Welcome, and Leave Centers, ensuring high-quality customer service and consistent application of programs, policies, and procedures. Chairs the District's ADA committee. Oversees Human Resources operations with a focus on HR metrics, data analysis, and employee experience

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 Employee Services function for effectiveness, efficiency, and quality assurance

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

Assures compliance with Employee Services' 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 Human Resources data analysis and systems improvement

Advises on job analysis related items on job descriptions and makes recommendations as necessary

Consults on issues of organizational structure and coherence as needed

Oversees employee retention and engagement initiatives

Prepares and presents reports as requested

Coordinates responses to open records requests, subpoenas, Kentucky retirement requests, and audit requests when required

Represents HR on district and community committees

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

Provides oversight of Employee Services function by establishing processes, procedures, policies, and workflow

Manages department budget and invoice processes

Analyzes data results to establish trends, identify opportunities and determine areas of concern

Monitors changes in regulations to make certain all Employee Services programs remain in compliance

Serves as the HR department's Professional Development contact

Manages staff in daily operations of programs

Provides appropriate training and development for staff

Provides reasonable accommodations under the Americans with Disabilities Act including conducting conferences and providing expert counsel to employees and administrators in all areas of ADA compliance
Evaluates staff as assigned
Other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Master's Degree
Three (3) years 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;

Submitted:

07/01/2025

03/18/2025

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIRECTOR LABOR MANAGEMENT AND, EMPLOYEE RELATIONS, AND WORKFORCE DEVELOPMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 12 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8437
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership, expertise and general oversight to the Labor Management and Employee Relations programs and activities including contract administration and negotiations, grievance adjudication, and other employee and labor relations services. Oversees the District's evaluation program by providing expert counsel to leaders across the District regarding employee performance issues.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates the overall activities of the Labor Management and Employee Relations department, including establishing processes, procedures, and workflow for efficient administration of records retention, collective bargaining administration, and employee discipline

Establishes and maintains a strong working relationship with internal and external stakeholders, including union and association representatives

Oversees the District evaluation system, training, monitoring, and provides related supports to evaluators

Provides leadership and expertise in the interpretation and administration of agreements and contracts with employee organizations and is responsible for providing advice to Principals, managers and employees with respect to administration of collective bargaining agreements, reassignments, and disciplinary actions.

Oversees and the Adjudicates grievances at all levels including mediation and arbitration arising under established grievance procedures for both collective bargained and non-collective bargained employee groups

Makes policy and procedure recommendations related to area(s) of assignment

Guides the formulation and development of proposals for negotiations with employee organizations and serves on negotiation teams and as chief spokesperson for the District when assigned

Collects, integrates, prepares, and distributes data and information for use in contract administration and negotiations and maintains a complete and current database

Assists in the formulation, development and implementation of procedures to comply with regulations and policies as assigned

Coordinates the Employment Practices Review Committee; prepares and distributes appropriate reports and recommendations

~~Develops and implements~~ Oversees the development and implementation of formal training for Principals, managers, and other supervisory role groups regarding the interpretation and application of collective bargaining agreements, policies, contract administration, employee corrective action and other supervision related functions

Acts as management representative in contact with union officials on all matters pertaining to Management's decision with regard to disciplinary action, promotions, demotions, transfers, separations, layoffs and wage and salary adjustments as assigned
Reports-Directs , on behalf of the District and Superintendent of Schools, the reporting of information to the Education Professional Standards Board as required by law
Collaborates with internal and external partners on workforce development initiatives
Serves on District-wide committees as assigned
Monitors the adjudication of background checks and serves as the point of contact and monitor for background check training
Responds to and e Coordinates the District's responses to all unemployment insurance concerns, issues and claims
Oversees management and maintenance of the District employee personnel records in compliance with Board Policy and applicable laws
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work at times requires bending, squatting, 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. The work requires activities involving driving automotive equipment.~~

~~This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.~~

~~This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).~~

MINIMUM QUALIFICATIONS

Bachelor's Degree

Five (5) years successful experience in Labor Management and Employee Relations

Demonstrated ability in verbal and written communication

Effective communication skills

DESIRABLE QUALIFICATIONS

~~Human Resources related~~ certification(s)

Successful experience in local school administration

Working knowledge of the District's administrative organization and functions

Knowledge of basic principles of research

General knowledge of Kentucky education law and federal employment law

Experience in a diverse workplace



NEW;
07/01/2025

Submitted:
03/18/2025

JOB TITLE:	EXECUTIVE ADMINISTRATOR LABOR MANAGEMENT, EMPLOYEE RELATIONS, AND WORKFORCE DEVELOPMENT
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, expertise and general oversight to the Labor Management and Employee Relations programs and activities including contract administration and negotiations, grievance adjudication, and other employee and labor relations services. Oversees the District's evaluation program by providing expert counsel to leaders across the District regarding employee performance issues.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates the overall activities of the Labor Management and Employee Relations department, including establishing processes, procedures, and workflow for efficient administration of records retention, collective bargaining administration, and employee discipline

Establishes and maintains a strong working relationship with internal and external stakeholders, including union and association representatives

Oversees the District evaluation system, training, monitoring, and provides related supports to evaluators

Provides leadership and expertise in the interpretation and administration of agreements and contracts with employee organizations and is responsible for providing advice to Principals, managers and employees with respect to administration of collective bargaining agreements, reassignments, and disciplinary actions.

Oversees and adjudicates grievances at all levels including mediation and arbitration arising under established grievance procedures for both collective bargained and non-collective bargained employee groups;

Makes policy and procedure recommendations related to area(s) of assignment

Guides the formulation and development of proposals for negotiations with employee organizations and serves on negotiation teams and as chief spokesperson for the District when assigned

Collects, integrates, prepares, and distributes data and information for use in contract administration and negotiations and maintains a complete and current database

Assists in the formulation, development and implementation of procedures to comply with regulations and policies as assigned

Coordinates the Employment Practices Review Committee; prepares and distributes appropriate reports and recommendations

Oversees the development and implementation of formal training for Principals, managers, and other supervisory role groups regarding the interpretation and application of collective bargaining agreements, policies, contract administration, employee corrective action and other supervision related functions

Acts as management representative in contact with union officials on all matters pertaining to Management's decision with regard to disciplinary action, promotions, demotions, transfers, separations, layoffs and wage and salary adjustments as assigned
Directs, on behalf of the District and Superintendent of Schools, the reporting of information to the Education Professional Standards Board as required by law
Collaborates with internal and external partners on workforce development initiatives
Serves on District-wide committees as assigned
Monitors the adjudication of background checks and serves as the point of contact and monitor for background check training
Coordinates the District's responses to all unemployment insurance concerns, issues and claims
Oversees management and maintenance of the District employee personnel records in compliance with Board Policy and applicable laws
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

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MINIMUM QUALIFICATIONS

Bachelor's Degree

Five (5) years successful experience in Labor Management and Employee Relations

Demonstrated ability in verbal and written communication

Effective communication skills

DESIRABLE QUALIFICATIONS

HR certification

Successful experience in local school administration

Working knowledge of the District's administrative organization and functions

Knowledge of basic principles of research

General Knowledge of Kentucky education law and federal employment law

Experience in a diverse workplace



NEW: 07/01/2025
Submitted: 03/18/2025

JOB TITLE:	COORDINATOR SUBSTITUTE CENTER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinate workflow and implement districtwide initiatives for the Substitute Center. Engage and collaborate with department heads to assist with substitute assignments. Collect and analyze data to evaluate effectiveness of substitute center processes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinate communication with applicants throughout the recruitment and hiring process and acts as a point of contact for candidates and department heads providing information about the hiring process, answering questions, and providing updates on application status

Monitor and maintain the district substitute management system

Coordinate substitute initiatives and collaborate with the recruitment team to provide a diverse substitute applicant pool

Assist with supervising the substitute center in absence of the Substitute Specialist

Monitor the district application system to track progress of substitute applicants

Train and onboard new Substitute Center staff

Assist with vetting, personnel action approvals and payroll incentives

Prepare reports using data from multiple sources to evaluate effectiveness of recruitment initiatives and to direct recruitment efforts

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs.,

standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High school diploma
Three (3) years of successful experience in staffing
Experience with HR management systems

DESIRABLE QUALIFICATIONS
Bachelor's degree
Experience with a diverse workplace
Effective communication skills



NEW: Submitted:
Revised: **03/26/2024**
03/27/2024 3/18/2025
07/01/2025

JOB TITLE:	CLERK CONTRACTOR BACKGROUND PROCESSING
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Receives and processes ~~JCPS contractor and sub-contractor forms and required paperwork necessary for working on JCPS projects. Communicates and collaborates with necessary district offices to ensure compliance with Board policies and procedures.~~ the paperwork and documents necessary for background checks (criminal history record and Child Abuse & Neglect screening) conducted for JCPS employees and volunteers

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Communicates with ~~general contractors and vendors~~ employees and volunteers regarding the ~~requirement for all subcontractors and contractors to have a drug screen,~~ criminal history records check and Child Abuse & Neglect screening.

~~Reviews drug screens for all contractors.~~ Administers volunteer background checks through the Volunteer Talent Center, collecting background check forms, updating the system with outcomes, and sending documents to the Administrative Offices of the Courts for processing.

Provides purchase codes to ~~contractors~~ employees for criminal history check and assists them with registering for their criminal history check.

Provides forms necessary for the Child Abuse & Neglect screening.

~~Develops and maintains a database of all contractors.~~ Updates the appropriate HR database with the status of the criminal history record and Child Abuse & Neglect screening.

Collaborates with other departments as required to ensure compliance with Board policies and procedures

Prints criminal history records and sends required records to Employee Relations for review

Prints child abuse and neglects records and sends required records to Employee Relations for review

Reconciles ~~purchase codes~~ billing for background checks monthly.

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and working knowledge of business English, spelling, and arithmetic

Two (2) years successful experience in clerical functions

Transcription skills, ability to operate calculator accurately and efficiently

Effective communication skills

Two (2) years successful experience in customer service

DESIRABLE QUALIFICATIONS

Associate Degree in business or related field

Experience in diverse workplace



Revised: 7/1/2025
Submitted: 3/18/2025

JOB TITLE:	CLERK BACKGROUND PROCESSING
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES
Receives and processes the paperwork and documents necessary for background checks (criminal history record and Child Abuse & Neglect screening) conducted for JCPS employees and volunteers

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Communicates with employees and volunteers regarding the criminal history records check and Child Abuse & Neglect screening.
Administers volunteer background checks through the Volunteer Talent Center, collecting background check forms, updating the system with outcomes, and sending documents to the Administrative Offices of the Courts for processing.
Provides purchase codes to employees for criminal history check and assists them with registering for their criminal history check.
Provides forms necessary for the Child Abuse & Neglect screening.
Updates the appropriate HR database with the status of the criminal history record and Child Abuse & Neglect screening.
Collaborates with other departments as required to ensure compliance with Board policies and procedures
Prints criminal history records and sends required records to Employee Relations for review
Prints child abuse and neglects records and sends required records to Employee Relations for review
Reconciles billing for background checks monthly.
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and working knowledge of business English, spelling, and arithmetic

Two (2) years successful experience in clerical functions

Transcription skills, ability to operate calculator accurately and efficiently

Effective communication skills

Two (2) years successful experience in customer service

DESIRABLE QUALIFICATIONS

Associate Degree in business or related field

Experience in diverse workplace