

NEW: Revised: Submitted: 07/09/2025 07/08/2025 01/29/2025 01/28/2025

JOB TITLE:	ASSISTANT DIRECTOR RETENTION AND ENGAGEMENT AND ANALYTICS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership through coordination of the District's employee engagement program, implementing research based best practices and retention strategies. Implements the Human Resources department data strategy by monitoring and reporting established metrics and measures for the department. Maintains contact with other units, departments, and entities outside the District on matters involving Human Resources data, the District's engagement program and employee retention. Provides leadership for engaging and retaining a diverse workforce.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and provides direction to implement the goals, objectives, and outcomes of the District's employee retention and engagement program.

Analyzes and reports, Human Resources metrics, and maintains local and national trend data

Makes recommendations regarding implementation of research-based retention and engagement strategies for all employee groups

Recommends research-based engagement program for new hires

Coordinates support needed targeted employee groups as needed

Serves as the primary point of contact for department leaders regarding employee retention and engagement

Prepares required and special reports as requested

Monitors employee related data for accuracy and completeness

Oversees and maintains the Human Resources data strategy

Communicates Human Resources metrics as requested

Establishes metrics to measure success and growth needs of the District's engagement program

Establishes supports that assist new employees develop a sense of belonging in their first years of employment

Acts as a liaison to schools and departments regarding culture and climate at the school and department level

Refers new employees for growth and development opportunities provided by the Professional Learning Department and others as needed

Acts as a support for targeted employee groups as identified by the District

Collaborates with internal (HR) and external (JCPS and outside organizations) to enhance retention and engagement strategies

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment

Prepares, delivers, or assists with training opportunities as appropriate

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and 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 various worksites throughout JCPS based on caseload/programmatic assignments

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, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, 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 employee engagement

Valid driver's license

DESIRABLE QUALIFICATIONS

HR Certification

Three (3) years of successful experience in managing HR analytics and metrics



Revised: 07/09/2025

Submitted: 07/08/2025

JOB TITLE:	ASSISTANT DIRECTOR RETENTION AND ENGAGEMENT
DIVISION	human resources
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

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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 employee engagement

Valid driver's license

DESIRABLE QUALIFICATIONS

HR Certification

Three (3) years of successful experience in managing HR analytics and metrics



NEW: Submitted: 07/09/2025 07/08/2025

JOB TITLE:	DIRECTOR, COMPENSATION AND CLASSIFICATION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Under administrative direction, directs functions, activities, and staff to support the overall administration, design, implementation, and communication of the District's classification and compensation programs; ensures programs support the District's strategic objectives to ensure fiscal responsibility, external competitiveness, internal equity, talent retention, and adhere to current laws, regulations and collective bargaining agreements; serves as a professional expert and resource to employees and stakeholders regarding employee compensation and classification plans; provides in-depth analysis to support strategic decision-making by executive leadership.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs programs and staff in administration of all areas related to classification and compensation, including design, implementation, and management of salary classification and compensation program initiatives.

Monitors and maintains current classification and compensation policies, guidelines, and procedures, recommending revisions, as well as new plans that are cost effective and consistent with external trends and District philosophies.

Drives data-informed decisions through effective use of salary surveys and/or benchmarking.

Reviews and analyzes changes to local, state, and federal laws pertaining to compensation, such as minimum wage, pay equity, FLSA exemption status and similar regulations; reports necessary or suggested changes and potential fiscal and policy impacts to management; assures District compliance with provisions of local state and federal wage and hour laws.

Maintains a working knowledge of District collective bargaining agreements in relation to classification and compensation plans; serves as a resource and provides support to Labor Management and Employee Relations with market surveys and trend analyses in compensation administration for collective bargaining activities.

Leads the design, development, and implementation of classification plans and structures, policies and procedures, and strategies for the District.

Conducts, and or leads staff to, conduct detailed and complex district-wide job classification and reclassification studies, salary surveys, and trend analyses as requested.

Leads the design, development, and maintenance of the District's Central Office Organization charts.

Directs staff in the maintenance of job descriptions and the job description repository.

Provides regular reporting to management regarding trends and effectiveness of plans.

Responds to and/or oversees external agency classification and compensation surveys and studies; supervises and participates in preparation of surveys, studies, and reports.

Keeps current on changes and trends in human resource classification and compensation administration and technologies.

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

Supervises and evaluates staff as assigned.

Monitors employee related data for accuracy and completeness; communicates HR metrics as requested.

Performs other duties as assigned by supervisor.

Regular, predictable performance is required for all performance responsibilities.

This position requires reporting to various worksites throughout JCPS based on programmatic assignments.

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, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, 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

Three (3) years of experience in compensation, finance, human resources, or a combination

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's degree

Certification as Certified Compensation Professional (CCP) or HR certification

Degree concentration in Human Resources, Business Administration, Statistics, Public Administration, or a related field

Experience in project management

Proficiency in Microsoft Excel

Experience in a unionized organization and/or K12 public school district



NEW: Revised: 07/19/2025 10/26/2022

Submitted: 07/08/2025 10/25/2022

JOB TITLE:	MANAGER EMPLOYEE BENEFITS & LEAVES DIRECTOR, EMPLOYEE SERVICES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II,GRADE 10 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8615
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the selection, administration, coordination, implementation and supervision of benefits programs offered to JCPS employees including medical, dental, vision, life, disability, wellness programs, flexible spending accounts, supplemental retirement plan options, and other ancillary benefits. Oversee the workers compensation program, Leave Center, and disability accommodations for the District. Remain current on industry trends, regulations and legislation to assure programs are in compliance including Health Care Reform.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees enrolling, managing, administering, and issue resolution for District provided and voluntary benefit programs including medical, dental, vision, life, disability, wellness, supplemental retirement plans and other ancillary benefits

Oversees the Leave Center, workers compensation self-insurance program, and disability accommodations

Coordinates compliance with the Affordable Care Act including tracking hours and eligibility, distribution of annual form 1095-C and IRS 1094 transmission

Ensures benefit programs are administered consistently across the District

Ensures compliance with all Federal and State laws governing benefits (i.e. ERISA, ACA, HIPAA, FMLA, COBRA, ADA etc.).

Monitors changes in regulations to make certain benefit and leave programs remain in compliance

Coordinates the annual renewal and open enrollment processes, including the development and communication of educational materials, meetings, and set-up/management of the electronic open enrollment system

Designs, implements and manages employee wellness programs and activities designed to improve employee health and well-being

Works closely with vendors to ensure employees are taking advantage of their health plans

Provides regular reporting to management regarding trends and effectiveness of plans

Manages staff in daily operations of programs

Ensures high-quality customer service levels are maintained in the Benefits, and Leave Centers

Provides appropriate training and employee development for staff

Builds strong vendor relationships, holds vendors accountable, establishes strategies and programs proactively and addresses service gaps

Achieves financial objectives by reconciling benefits accounts and billing statements, scheduling expenditures and analyzing variances and initiating corrective actions

Works closely with Employee Relations on any leave policy violations

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

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Provides leadership and oversight to the safety and security staff at Vanhoose Education Center

Develops and maintains visitor protocols for VanHoose Education Center

Acts as Chair of the Workplace Accommodations Committee

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. 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 of successful experience with benefits and leave programs working in a large company environment

High detail orientation; self-directed and self-motivated; able to work in a fast paced environment

Strong organizational skills and proven ability to communicate orally and in writing

Knowledge of ERISA, HIPAA, COBRA, FMLA, ACA, ADA and other applicable regulations

Effective communication skills

DESIRABLE QUALIFICATIONS

CEBS, CBP, PHR, or SPHR certification

Strong teambuilding skills and ability to distribute and delegate tasks appropriately



Revised: 07/19/2025

Submitted: 07/08/2025

JOB TITLE:	DIRECTOR, EMPLOYEE SERVICES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8615
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the selection, administration, coordination, implementation and supervision of benefits programs offered to JCPS employees including medical, dental, vision, life, disability, wellness programs, flexible spending accounts, supplemental retirement plan options, and other ancillary benefits. Oversee the workers compensation program, Leave Center, and disability accommodations for the District. Remain current on industry trends, regulations and legislation to assure programs are in compliance including Health Care Reform.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees enrolling, managing, administering, and issue resolution for District provided and voluntary benefit programs including medical, dental, vision, life, disability, wellness, supplemental retirement plans and other ancillary benefits

Oversees the Leave Center, workers compensation self-insurance program, and disability accommodations

Coordinates compliance with the Affordable Care Act including tracking hours and eligibility, distribution of annual form 1095-C and IRS 1094 transmission

Ensures benefit programs are administered consistently across the District

Ensures compliance with all Federal and State laws governing benefits (i.e. ERISA, ACA, HIPAA, FMLA, COBRA, ADA etc.).

Monitors changes in regulations to make certain benefit and leave programs remain in compliance

Coordinates the annual renewal and open enrollment processes, including the development and communication of educational materials, meetings, and set-up/management of the electronic open enrollment system

Designs, implements and manages employee wellness programs and activities designed to improve employee health and well-being

Works closely with vendors to ensure employees are taking advantage of their health plans

Provides regular reporting to management regarding trends and effectiveness of plans

Manages staff in daily operations of programs

Ensures high-quality customer service levels are maintained in the Benefits, and Leave Centers

Provides appropriate training and employee development for staff

Builds strong vendor relationships, holds vendors accountable, establishes strategies and programs proactively and addresses service gaps

Achieves financial objectives by reconciling benefits accounts and billing statements, scheduling expenditures and analyzing variances and initiating corrective actions

Works closely with Employee Relations on any leave policy violations

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

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Provides leadership and oversight to the safety and security staff at Vanhoose Education Center

Develops and maintains visitor protocols for VanHoose Education Center

Acts as Chair of the Workplace Accommodations Committee

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

Bachelor's Degree

Five (5) years of successful experience with benefits and leave programs working in a large company environment

High detail orientation; self-directed and self-motivated; able to work in a fast paced environment

Strong organizational skills and proven ability to communicate orally and in writing

Knowledge of ERISA, HIPAA, COBRA, FMLA, ACA, ADA and other applicable regulations

Effective communication skills

DESIRABLE QUALIFICATIONS

CEBS, CBP, PHR, or SPHR certification

Strong teambuilding skills and ability to distribute and delegate tasks appropriately



REVISED: Submitted: 07/09/2025 07/08/2025 03/27/2024 03/26/2024

JOB TITLE:	SUPERVISOR WELCOME CENTER HUMAN RESOURCES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8480
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership and coordination of the onboarding process of new employees, including the background checks of employees and contractors volunteers. ; and oversees the safety and security team for VanHoose Education Center. Coordinates new employee training and onboarding including contract signing. Ensures compliance with federal, state statues and District policies and procedures. Supervises the day-to day operations of the Welcome Center., employee badging center, contractor background checks, and VanHoose Education Center safety and security team. Acts as the records custodian for human resources documents including employee personnel files.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and oversight to the Welcome Center, employee badging center, and VanHoose Education

Center safety and security team

Develops, establishes and facilitates new employee welcoming, onboarding and training including background checks, collection of paperwork, creation of staff identification cards and new employee orientation

Coordinates and oversees annual contract renewal processing

Oversees receipt and routing of criminal background records and Child Abuse and Neglect checks Provides leadership and oversight to the Welcome Center, employee badging center, and VanHoose Education Center safety and security team

Develops and maintains visitor protocols and building access for all employees

Provides leadership and oversight to the safety and security staff at VanHoose Education Center

Develops and maintains safety and security protocols for VanHoose Education Center

Accumulates and researches data, documents, and other pertinent information as it relates to the function and processes within the unit

Reviews, evaluates and/or establishes operational policies and procedures and makes modifications based on analysis of operations and other research information

Prepares, delivers or assists with training for staff

Prepares and/or assists in preparation of reports, records, and other documentation, as required

Maintains communication and works closely with other administrators and staff within the unit and serves a liaison with other outside agencies, as required

Evaluates assigned staff

Assures compliance with federal, state and District policy and administrative procedures and negotiated agreements

Monitors and tracks the progress of new and current technology software and data base management systems used by the department

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

Performs other duties as assigned by supervisor

Provides leadership and oversight of the Records Room and employees

Services as the LASO with the Kentucky State Police ensuring the District's ability to retrieve background check results

Provides leadership and oversight to the background checks for all District volunteers

Monitors employee related data for accuracy and completeness

Communicates Human Resources metrics as requested

Analyzes and reports, Human Resources metrics, and maintains local and national trend data

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

Bachelor's Degree in Human Resources or related discipline

Three (3) successful experience in Human Resources knowledge and experience with various HRIS Effective written and verbal communication skills

Ability to work effectively and collaboratively with others

Effective written and verbal communication skills

Ability to organize and multi-task a variety of duties

Must maintain a high degree of confidentiality

DESIRABLE QUALIFICATIONS

Master's degree in related field

Human Resource Certifications



REVISED: 07/09/2025 Submitted: 07/08/2025

JOB TITLE:	SUPERVISOR HUMAN RESOURCES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8480
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership and coordination of the onboarding process of new employees, including the background checks employees and volunteers. Supervises the day-to-day operations of the Welcome Center. Acts as the records custodian for human resources documents including employee personnel files.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and oversight to the Welcome Center

Develops, establishes and facilitates new employee welcoming, onboarding and training including background checks, collection of paperwork, and new employee orientation

Oversees receipt and routing of criminal background records and Child Abuse and Neglect checks

Accumulates and researches data, documents, and other pertinent information as it relates to the function and processes within the unit

Reviews, evaluates and/or establishes operational policies and procedures and makes modifications based on analysis of operations and other research information

Prepares, delivers or assists with training for staff

Prepares and/or assists in preparation of reports, records, and other documentation, as required

Evaluates assigned staff

Assures compliance with federal, state and District policy and administrative procedures and negotiated agreements

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

Performs other duties as assigned by supervisor

Provides leadership and oversight of the Records Room and employees

Services as the LASO with the Kentucky State Police ensuring the District's ability to retrieve background check results

Provides leadership and oversight to the background checks for all District volunteers

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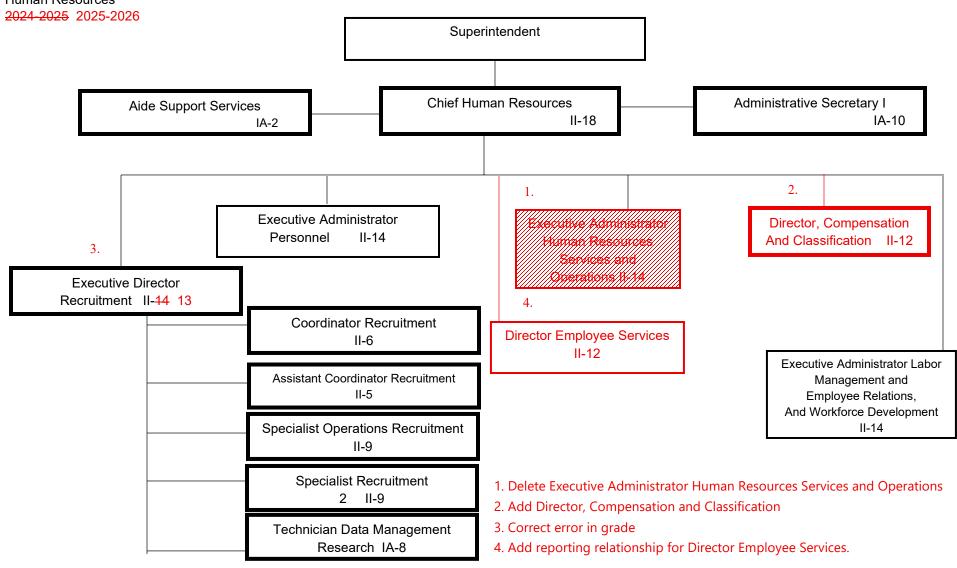
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DESIRABLE OF	UALIFICATIONS
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Master's degree in related field

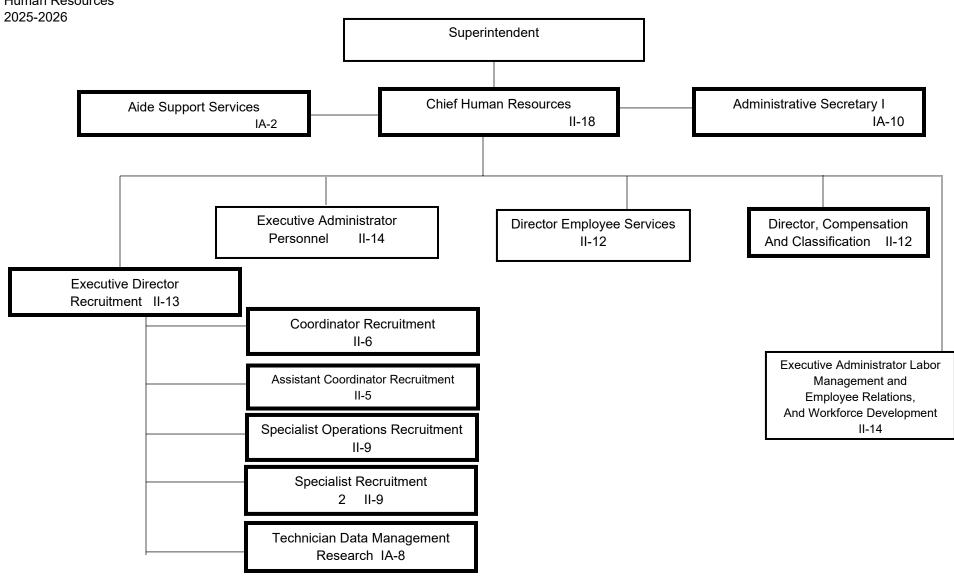
Human Resource Certifications



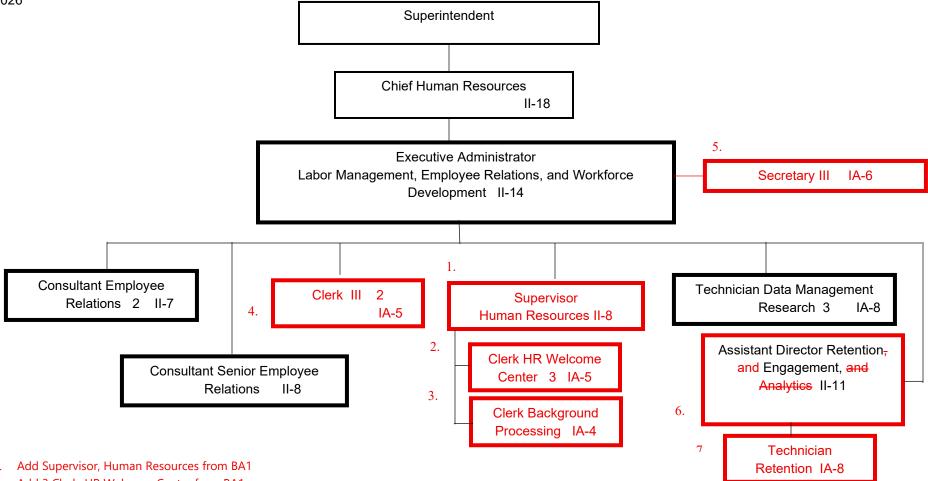
 General Fund Positions: 40 11
 Submitted: 03/18/2025 07/08/2025

 Categorical Fund Positions: 0
 G-1

 Effective: 07/01/2025 07/09/2025

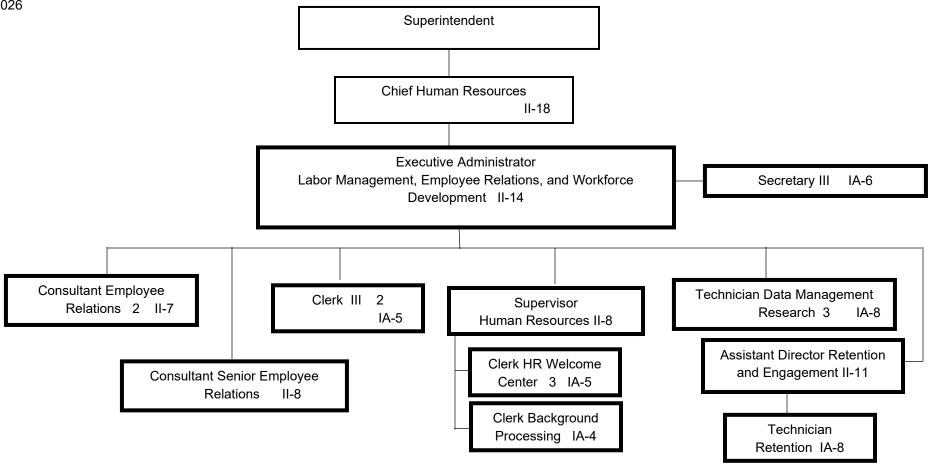


General Fund Positions: 11 Submitted: 07/08/2025 Categorical Fund Positions: 0 G-1 Effective: 07/09/2025

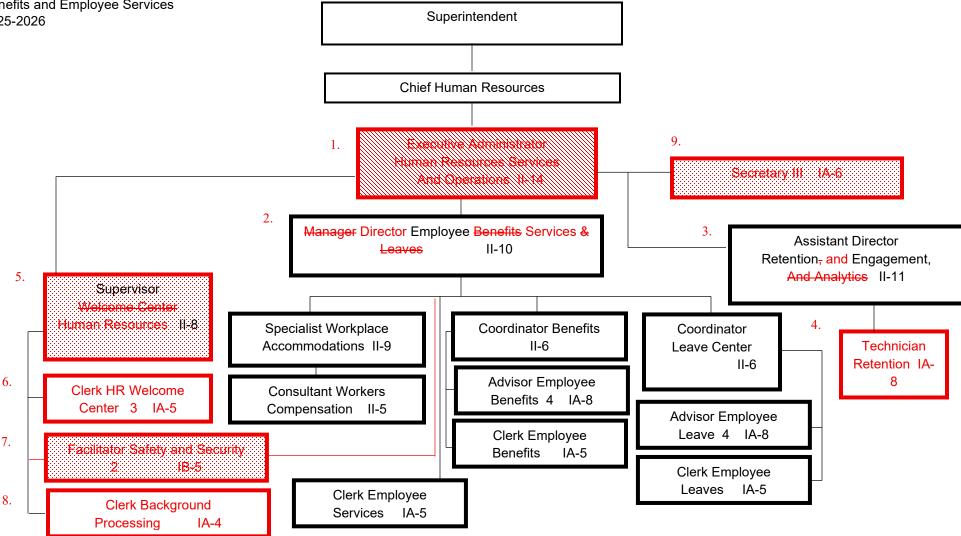


- Add 3 Clerk, HR Welcome Center from BA1
- Add 1 Clerk Background Processing from BA1
- Change reporting relationship of 2 Clerk III from EA, Labor Management, Employee Relations, and Workforce Development to Supervisor Human Resources
- Add Secretary III from BA1
- Add AD Retention and Engagement from BA1
- 7. Add Technician Retention from BA1

General Fund Positions: 9 17 Submitted: 03/18/2025 07/08/2025 Categorical Fund Positions: 0 Effective: 07/01/2025 07/09/2025 G-3

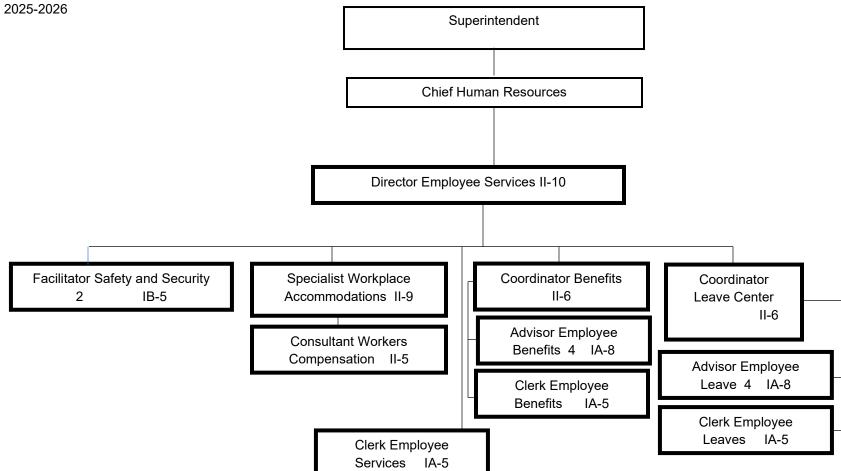


General Fund Positions: 17 Submitted: 07/08/2025 Categorical Fund Positions: 0 G-3 Effective: 07/09/2025



- 1. Delete Executive Administrator Human Resources Services and Operations
- 2. Reclassify Manager, Benefits and Leaves to Director, Employee Services and change reporting relationship to Chief, Human Resources
- 3. Reclassify Assistant Director Retention, Engagement, and Analytics to Assistant Director Retention and Engagement and move to ER1
- Move position to ER1
- 5. Reclassify position from Supervisor, Welcome Center to Supervisor, Human Resources and move to ER1, reporting to EA Labor Management and Employee Relations
- Move position to ER1
- 7. Change reporting relationship to Director, Employee Services
- 8. Move position to ER1
- 9. Move position to ER1 and change reporting relationship to EA Labor Management and Employee Relations

General Fund Positions: 27 18 Submitted: 3/18/2025 07/08/2025 Categorical Fund Positions: 0 G-4 Effective: 7/1/2025 07/09/2025



General Fund Positions: 18 Submitted: 07/08/2025 Categorical Fund Positions: 0 G-4 Effective: 07/09/2025