

# ZUNI PUBLIC SCHOOL DISTRICT #89



## JOB DESCRIPTION

Position: Director of Human Resources  
Reports to: Superintendent  
Site: Central Office  
FLSA Status: Exempt  
Contract Length: 12 month/261 days

**Purpose:** To oversee the operations and compliance assurance of all functions within the Human Resources Department. Coordinate the recruitment, classification and selection of qualified personnel and assigned activities.

### Minimum Qualifications:

A Master's degree in Human Resources, Business Administration, Public Administration, Education Leadership or equivalent field with five years of upper level Human Resources Management Experiences in the public sector or; Five years of Human Resources management experience in the public sector; or a minimum of Bachelor's degree in equivalent fields with ten years of Human Resources management experience in the public sector;

PHR, SPHR, and/or GPHR certification preferred;

Ability to interpret, write, and comply with State and Federal Laws, Board Policy, Collective Bargaining Agreement, Handbooks, Manuals and Directives.

Ability to learn the NM PED licensure process, input information for STARs data, and Compliance.

Must have strong verbal and written communication, technology and budget management skills;

Ability to build effective relationships with the community, parents, students, staff and general public;

Experience in recruiting,

Experience in labor relations and negotiations, with knowledge of the PEBA;

Knowledge and experience with benefits and leave, HIPPA, FMLA, COBRA, ERISA, ADA, Section 504, ACA. etc;

Knowledge and experience with compensation, job descriptions, and staffing;

Experience and complying with unemployment, worker's compensation, EEOC, OCR, HRD, ADEA, ADA, FLSA, Title IX, Title VII, etc.

Knowledge and experience with immigration documents, to include, I-9 forms, H1B, J1, PERMs, and Green Card documents.

Knowledge and experience with HRIS systems, recruiting/applications systems, google docs, Microsoft programs, data entry, archiving, and on boarding systems, preferred;  
Knowledge of payroll and related laws;  
Experience in landlord, tenant, and/or housing helpful;  
Tyler Technology iVisions software experience preferred  
All other duties as assigned.

### Essential Duties:

- Assume management responsibility for assigned services and activities of the Human Resources Department including recruitment and selection, classification, and worker's compensation;
- Monitor data in the HRIS and Recruitment Systems with iVisions;
- Monitor benefit data, reconciliations, and compliance;
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures;
- Monitor and evaluate the efficiency and effectiveness of services;
- Monitor staff licensure to ensure compliance;
- Direct the work for Human Resources staff
  - Assign work activities and programs;
  - Create, implement and evaluate work product;
  - Ensure all forms/records are completed within established time frames;
  - Meet with staff to identify and resolve problems as needed;
- Serve as primary recruiter for the District;
- Travel as necessary to participate in and represent the District at job fairs;
- Administer the District's Workers' Compensation and Unemployment Compensation programs;
- Update the Employee Handbook annually;
- Assume role as one of the two key collective bargaining negotiators
- Process immigration paperwork for sponsorship of non-USA Citizens;
- Research, gather data, prepare, and submit District, State, and Federal reports;
- Serve as the District Certification Officer to ensure compliance with the New Mexico Public Education licensing requirements.
- Ensures background checks are completed by appropriate personnel;
- Oversee and participate in the development and administration of the department's annual budget; participate in the forecasting of staff needs, equipment and supplies; monitor and approve expenditures; implement adjustments.
- Serve as liaison with other departments and outside agencies; negotiate and resolve sensitive and controversial issues;
- Serve as facilitator or chair on committees as assigned;
- Attend and participate in professional group meetings; keep abreast of new trends and innovations in the field of Human Resources and Education Administration;

- Assert leadership in times of civil disobedience in the District in accordance with established Board Policy;
- Assumes responsibility for compliance and awareness of local, state, and federal rules and regulations to include Board Policy, Union Contract, OSHA, NMAA, ADA, Title IX, Section 504, etc.;
- Perform other duties as assigned.

#### Physical Functions:

- Sit, talk and hear for long periods of time;
- Use repetitive hand, arm and finger motions;
- Travel as necessary to conferences, seminars, trainings and meetings;
- Attend meetings during the day and in the evening at various locations in and out of the District;
- Read information in various formats, research information and present information in oral and written form;
- Speak publically to groups of different sizes and discuss issues at hand;
- Lift up to 40 pounds on occasion, 20 pounds frequently;
- Walk for short distances on even and uneven surfaces;
- Work in an office environment with varying temperatures and noises;
- Operate equipment with finger(s), hand, foot and eye coordination.

#### Mental Functions:

- Must be able to handle stress, work under pressure of deadlines, interruptions and frustrations;
- Must be able to handle difficult people and difficult situations; work on conflict resolution and problem solving;
- Lead people in creating, brainstorming, team building, and project management;
- Must be able to assess situations, make decisions, and provide direction;
- Must be able to utilize mathematical strategies and analysis;
- Must be able to organize data and information and disseminate to appropriate venue;
- Must be able to monitor projects, assignments, and data to ensure work is being completed correctly and meets timelines;
- Must be able to analyze data, provide input, and articulate the need for changes.

#### Essential Equipment:

- Operate phone, fax, computer, scanner, printer, calculator, smart board, etc.;
- Operate a vehicle and hold a valid driver's license.

By my signature below, I affirm that I am capable of performing the duties and requirements listed on this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

Approved by the Board of Education on the 14<sup>th</sup> day of November, 2011.

Approved by the Superintendent on the 12<sup>th</sup> day of July, 2013.

Approved by the Superintendent on the        day of March, 2019.