



ASSISTANT DIRECTOR OF HUMAN RESOURCES

Purpose Statement

The Assistant Director of Human Resources serves as second to the Assistant Superintendent of Human Resources by assisting in the management of all human resources functions including, budget reconciliation, position control, employee investigations, employee leave matters, compensation and classification matters, and other duties as assigned.

This job reports to the Assistant Superintendent of Human Resources.

Essential Functions

- Assists the Assistant Superintendent in the training and mentoring of subordinate human resources staff and their work; makes recommendations and decision on human resources actions such as employment, promotion, demotion, transfer, and retention.
- Participates in studying organization, operations, and services and makes recommendations for improvements in economy, efficiency, and quality in these areas; gives guidance and advice to district staff on human resources matters to assure consistency and equality for all employees.
- Provides managerial support to human resources staff on administering benefits, FMLA, ADA, and FLS.
- Personally, performs general staff analytic work in any area of human resources management as assigned.
- Assists the Human Resources Supervisor(s) with hiring and a variety of employee transactions for all WCS employees.
- Communicates, as needed, with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, transfers, personnel records, leaves, licenses, and related legal requirements.
- Supervises the activities of human resources supervisors for the purpose of ensuring all appropriate deadlines are met effectively and efficiently.
- Ensures effective and appropriate policies and procedures are followed for the purpose of being timely, accurate, legal and meeting organizational objectives.
- Evaluates the effectiveness of training sessions and programs for the purpose of determining whether changes need to be communicated to the appropriate supervisor(s) to ensure appropriate skills development.
- Interprets a variety of written materials (e.g. transcripts, references, employment records, education codes, employment regulations, etc.) for the purpose of assisting human resources in ensuring compliance with regulatory requirements.
- Supervises a wide variety of personnel policies and programs regarding employees (e.g. advertising positions, processing applications, placement, transfer, separation, verifying employment, orientation, contracts, compensation schedule, FMLA, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements. Informs supervisor of non-compliance.
- Plans and facilitates meetings that involve a range of issues (e.g. department processes, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Assists the human resources supervisor(s) with a variety of reports and related documents (e.g. verification requests of employment, folders, paperwork, announcements of vacancies, personnel transactions for inclusion in the monthly Board packets, End-Of-Year PR2 report, PIRS report, etc.) for the purpose of providing documentation and information to others.
- Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of ensuring compliance with legislative requirements and securing general information for planning and/or responding to requests from directors and various state and federal agencies.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.



Williamson County Schools

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- Supports the Human Resources department staff for the purpose of assisting in the performance of their work activities.
- Serves as the head of the human resources as it relates to all functions in the absence of the Assistant Superintendent of Human Resources.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; planning and managing projects; utilizing pertinent software applications; facilitating meetings; interpersonal aptitude; and record keeping.

KNOWLEDGE is required to perform basic math, read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; codes, regulations & laws related to the job functions; bookkeeping/accounting practices; English grammar/punctuation/ spelling/vocabulary; office equipment/software; organizational structure design; and office practices.

ABILITY is required to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing a variety of different processes; and operate equipment using standardized methods. Problem solving is required to identify issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; maintaining confidentiality; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing.

EXPERIENCE: Prior leadership and/or management experience; experience with employee relations matters, including investigations; and experience with budget development/reconciliation and position control strongly preferred.

EDUCATION: Minimum of a Bachelor's Degree with a minimum of 3 years of progressively responsible human resources experience preferred.

EQUIVALENCY: None Specified



REQUIRED TESTING:

CERTIFICATES & LICENSES:

FLSA STATUS:

Valid TN driver's license

Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:

SALARY GRADE:

Criminal Justice Fingerprint/Background Clearance

Classified