

# Blackwater Community School

## Job Description

**Job Title:** Human Resources Manager

**Department:** Administration

**Reports To:** Principal

**FLSA Status:** Exempt

**Prepared By:** Peggy Huff

**Prepared Date:** May 3, 2015

**Approved By:** Jagdish Sharma

**BOT Approved Date:** May 5, 2015

### Summary

Directs and manages the School's human resource activities to ensure legally sound and effective human resource management practices. Responsible for the development and implementation of human resource programs to include wage and salary administration, leave administration, employee training, recruitment and staffing, and employee communications. Plans, directs, and manages HR functions for the School, including developing and monitoring worker's compensation, HR procedures, following HR related federal, tribal and state statutes, negotiations processes, and interpreting employment contracts; recommending HR actions, overseeing employee benefits, overseeing employee evaluation procedures, and planning and implementing all programs related to HR.

### Certificates, Licenses, Registrations

Valid Arizona DPS Fingerprint Clearance Card

Ability to Pass National Criminal Background Screen

Ability to complete certification in TSPS Investigation and Adjudication

### Education and/or Experience

Minimum Bachelor's degree and five years related experience and/or training; or equivalent combination of education and experience. Experience with Native American school systems with emphasis in grant schools preferred.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Supports all administrators and supervisors regarding HR policies and procedures (e.g. hiring, discipline, evaluation, termination, benefits).
- Stays current with federal and state regulations relating to HR practices and procedures (FMLA, FLSA, etc.).
- Coordinates and oversees orientation of new hires.
- Issues employment letters and contracts for new employees.
- Monitors creation of new positions and job descriptions.
- With guidance from the Board establishes and implements policies and procedures to assure consistency in human resources activities and administration.
- Assures new employees are hired at appropriate step.
- Facilitates selection of new benefits carriers and modifications to benefit programs as necessary.
- Determines when changes to plan design need to be implemented and communicates changes to employees.
- Informs employees of the conditions and consequences regarding the choices they make for benefit enrollments.

- Oversees integration of new employees, including collection of required employment documentation, background checks verification, initial placement of salary schedule, and placement on the Board agenda.
- Implements new programs, processes and procedures (application systems, employee absences systems, evaluation systems, etc.).
- Maintains knowledge of best practices regarding employee-management relations, conflict resolution, employee evaluations, progressive discipline, hiring and terminating, and benefits administration.
- Determines appropriate action for HR related concerns and reports to Principal/Superintendent.
- Works with administrators to create and maintain a healthy and supportive work environment.
- Prepares and maintains a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
- Serves as primary adjudication official to meet requirements of the Indian Child Protection and Family Violence Prevention Act.
- Maintains tracking and follow up on all staff's required 5-year background screens.
- Develops system, audits and maintains certification and licensing information for all employees.
- Maintains I-9 and E-verify documents and schedules yearly internal audits according to policy.
- Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Serves as resource person to administrators and employees on all matters.
- Reports the Highly Qualified status for teachers and paraprofessionals to Arizona Department of Education.
- Assists with information related to teachers' qualifications, etc. under Elementary Secondary Education Act (ESEA).
- Implements programs to reduce Worker's Compensation frequency, severity and costs.
- Guides risk management committee to reduce threats of injury and employee/student health and safety.
- Provides leadership and direction to assigned functions.
- Provides coaching to supervisors and other administrators regarding policies and employee issues.

### **Supervisory Responsibilities**

This position has no supervisory responsibility.

**Skills and Abilities:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to uphold organizational values by working ethically and with integrity.
- Active listening skills.
- Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully, and use reason even when dealing with emotional topics.
- Ability to focus on solving conflict, not blaming; maintain confidentiality, and keep emotions under control.

- Ability to speak clearly and persuasively in positive or negative situations, listen and get clarification, and demonstrate group presentation skills.
- Ability to effectively present information and respond to questions from groups of managers, students, and the general public.
- Ability to write clearly and informatively, present numerical data effectively, read and interpret written information.
- Skill to understand business implications of decisions and aligns work with strategic goals.
- Ability to meet challenges with resourcefulness and generates suggestions for improving work.
- Ability to apply feedback to improve performance and monitor own work to ensure quality.
- Ability to be professional by approaching others in a tactful manner and treat others with respect and consideration regardless of their status or position.
- Ability to react well under pressure.
- Ability to perform with accuracy and thoroughness.
- Ability to take independent action and calculated risks, and willingness to undertake self-development activities.
- Ability to work within approved budget and conserve organizational resources.
- Skill in prioritizing and planning work activities, use time efficiently, set goals and objectives.
- Ability to organize or schedule other people and their tasks.
- Ability to observe safety and security procedures, reports potentially unsafe conditions, use equipment and materials properly.
- Ability to uphold organizational values by working ethically and with integrity.
- Ability to adapt to changes in the work environment and manage competing demands.
- Ability to consistently be at work and on time.
- Ability to exhibit confidence in self and others, inspire and motivate others to perform well and effectively influences actions and opinions of others.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Knowledge of Internet software, E-mail software, Spreadsheet software and Word Processing software.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

I, \_\_\_\_\_, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

\_\_\_\_\_

\_\_\_\_\_

Signature

Date