



Position Title: Executive Director of Human Resources and Labor Relations

Position Type: Professional

Immediate Supervisor: Superintendent of Schools

Contract Period: Twelve (12) Months

Pay Range: \$95,000 - \$115,000

Summary:

Battle Creek Public Schools is looking for a dynamic human resources professional to lead HR operations and strategy through transformation of the district. Thanks to a \$51 million dollar grant from the W. K. Kellogg Foundation and the support of the community we are engaged in the second year of a transformation effort aimed at improving student outcomes, recruiting and retaining exceptional staff and increasing enrollment and the long term financial stability of the district. We offer our professional staff competitive wages and benefits including sign-on bonuses, retention/enrollment incentives, tuition reimbursement and a housing incentive in partnership with the City of Battle Creek. And most importantly, we offer the opportunity to change lives!

This position is responsible for overall human resources administration of the district, including labor relations and regulatory compliance of human resources operations. The incumbent serves as a member of the Superintendent's team with a central role in school district planning and analysis of current programs, support systems and expenditures.

Position Responsibilities:

1. Responsible for the organization, direction and administration of all human resources and labor relations activities of the district including workforce planning, talent acquisition, talent management, organizational development, training, evaluation, compensation and labor and employee relations.
2. Oversees full life cycle workforce planning including sourcing, recruitment and staffing at all levels in the organization.
3. Conducts job design, job analysis and the production of current and accurate job descriptions for all positions.
4. Develops, updates and communicates personnel policies and procedures.
5. Administers new hire compensation and salary increases to staff according to established policies. Conducts periodic salary and benefits surveys and reviews and recommends changes in employee compensation.
6. Provides consultation and training to managers and supervisors in policies and procedures and their implementation.
7. Responsible for maintenance of the official personnel files in conformance with state and federal law (Bullard Plawecki Employee Right to Know Act, Americans with Disabilities Act, HIPPA, and other applicable laws).
8. Serves as primary liaison with attorneys representing personnel matters and establishes and monitors employment practices that minimize exposure to liability.
9. Investigates all grievances and harassment claims, review policies and procedures to ensure legal and regulatory compliance.
10. Administer all employee leaves in accordance with law and collective bargaining agreements. Assumes primary responsibility for on-going communication and interaction with Union Representatives.
11. Other duties as assigned by Superintendent.

Qualifications:

- The job requires knowledge normally acquired through the completion of a Bachelor's Degree in Human Resources, Labor Relations, Public Administration, Business Administration, or a related field. Master's Degree is preferred. A Juris Doctorate degree (J.D.) is a plus.
- A minimum of five to seven years of job experience in the human resources field.
- PHR or SPHR preferred, but not required.

Skills/Knowledge/Abilities (SKA) Required:

- Knowledge of Public Employment (PERA), the Michigan Employment Relations Commission (MERC), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Affordable Care Act (ACA), Fair Labor Standards Act (FLSA), PA 54 of 2011, PA 152 of 2011, PA 300 of 2012, Worker's Compensation, unemployment compensation, and other applicable employment and school laws required.
- Knowledge of school software systems and related human resources processes and procedures. Ability to utilize data including strong technical, analytical presentation and oral/written communication skills, computer proficiency, including Microsoft applications.
- Excellent oral and written communication and human relations skills.
- Ability to exercise good judgment, resourcefulness, and maintain effective working relationships with subordinates, the Board of Education, and other schools.
- Ability to work independently; must be able to be in compliance and understand Board policies to determine the use of funds. Must be able to work with other departments to perform job functions.

Required with Application:

Cover letter, resume, business references, and transcripts

Application Deadline:

Position will remain open until filled; must apply by March 15th or earlier. Please apply online at Battle Creek Public Schools Applicant Tracking Site <https://bit.ly/2C7VV6N>

SCHOOL SAFETY CLEARANCE: The successful candidate will be subject to a fingerprint and background check as a condition of employment. All fees required for the check (estimated \$71.00) is the responsibility of the successful applicant.

Battle Creek Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristics, in its programs and activities, including employment opportunities.

Equal Opportunity Employer.