

NOTICE OF VACANCY

Rochester Community Schools ~ 501 W. University Drive ~ Rochester, Michigan 48307

February 26, 2018

We announce the following vacancy in Rochester Community Schools. Applications will be accepted **until filled**. Initial screening will begin on March 5, 2018.

Human Resource Manager

QUALIFICATIONS:

- Bachelor's Degree in Human Resources, Labor Relations, Business Administration, Public Administration or related field. Master's degree preferred.
- A minimum of three years' supervisory/leadership experience in Human Resources/Labor Relations. Experience in the areas of labor/employee relations, contract administration, compensation and HRIS in K-12 district preferred.
- Demonstrated experience working as an effective team member establishing positive relationships with others.
- Strong evidence of problem-solving skills, core knowledge of human resources and labor and employment laws.
- Ability to communicate effectively in verbal and written formats to both internal and external applicants and stakeholders.
- Experience in examining operations and procedures in order to improve human resource departmental outcomes and customer service.
- Demonstrated ability to effectively interpret and apply all District requirements and Board of Education policies and regulations.
- Experience and proficiency in the use of computer applications for HRIS and Microsoft Office applications.
- Such alternatives to the above qualifications may be deemed appropriate and acceptable by the Board.

JOB DESCRIPTION:

A job description is attached to this posting.

SALARY: \$79,000 - 92,000 per year plus a comprehensive benefit package.

APPLICATION PROCEDURE:

Interested and qualified applicants must complete an online application and attach a Letter of Interest and current resume through the Oakland Human Resources Consortium at:

<https://www.applitrack.com/oakland/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=28630>

SELECTION PROCESS:

Selection of an individual to fill this vacancy is determined by the appropriate administrators based upon experience, qualifications, and professional attributes.

ROCHESTER COMMUNITY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

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TITLE: HUMAN RESOURCES MANAGER

QUALIFICATIONS:

- Bachelor's Degree in Human Resources, Labor Relations, Business Administration, Public Administration or related field. Master's degree preferred.
- A minimum of three years' supervisory/leadership experience in Human Resources/Labor Relations. Experience in the areas of labor/employee relations, contract administration, compensation and HRIS in K-12 district preferred.
- Demonstrated experience working as an effective team member establishing positive relationships with others.
- Strong evidence of problem solving skills, core knowledge of human resources and labor and employment laws.
- Ability to communicate effectively in verbal and written formats to both internal and external applicants and stakeholders.
- Experience in examining operations and procedures in order to improve human resource departmental outcomes and customer service.
- Demonstrated ability to effectively interpret and apply all District requirements and Board of Education policies and regulations.
- Experience and proficiency in the use of computer applications for HRIS and Microsoft Office applications.
- Such alternatives to the above qualifications may be deemed appropriate and acceptable by the Board.

REPORTS TO: Chief Human Resource Officer

SUPERVISES: Human Resources Support Staff

JOB GOAL: The Human Resource Manager, working closely with members of the Human Resource team, provides leadership and support for all district employees on Human Resource/Labor Relations issues.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a strategic partnership with other central office departments and building administrators to ensure high quality human resources processes in line with the district's strategic plan.
2. Day-to-day contract administration and interpretation of support staff collective bargaining agreements.
3. Assists administrators with grievance processing and discipline involving support staff.

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4. Develops and updates job descriptions for all District support staff classifications.
5. Assists the Chief Human Resource Officer in preparation for collective bargaining teams, as assigned.
6. Responsible for the development and maintenance of a personnel database for reporting purposes.
7. Regularly evaluates human resource department to ensure continual efficiency and effectiveness.
8. Oversees the Frontline Absence Management System as Administrator.
9. Key administrator to serve as departmental lead on the human resources/payroll software program.
10. Supervises Human Resource Secretary and Substitute Services Secretary.
11. In partnership with other district stakeholders, develops and manages support staff evaluation models to identify competency, knowledge and talent gap.
12. Ensure that performance evaluations are complete for all support personnel at regular intervals, and that performance problems are addressed immediately.
13. Facilitates/Develops support staff professional development.
14. Maintains seniority lists for noncertified support staff.
15. Project management of human resource initiatives to develop and implement internal policies, processes and procedures.
16. Assist District administrators with the interview and selection process for all support staff.
17. Responsible for staffing and onboarding of all support staff.
18. Participates in weekly Human Resource Leadership meetings and departmental meetings.
19. Participates in professional committees, including but not limited to OASPA and MASPA.
20. Monitors hiring procedures for all support staff positions, including requisitions, postings, timelines, applications, recruiting applicants and acting as a liaison for applicants.
21. Oversees the administration of all support staff interviews and clerical testing, reference calls and assists departmental and building administrators with all aspects of the hiring process.
22. Assists the Chief Human Resource Officer in preparation for collective bargaining and serves as a member of the Board's bargaining teams.
23. Conducts salary surveys and gathers human resource/personnel data for departmental and district use.
24. Assists the Chief Human Resource Officer in recommending, administering and/or overseeing discipline and/or discharge proceedings for support staff, as directed.
25. Responsible for managing/assisting Central Office staff in accurate reporting of state and federal reports, including but not limited to the Registry of Educational Personnel

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(REP) and EEO-5. Responds to requests for personnel information and participates in surveys, as necessary.

- 26.** Maintains adequate knowledge of all federal, state and local laws that affect the Human Resource functions such as the Michigan School Code, Public Employment Relations Act (PERA), Fair Labor Standards Act, Family Medical Leave Act, Americans with Disabilities Act, etc.
- 27.** Develops and administers personnel management policies and procedures.
- 28.** Performs other duties and responsibilities as assigned by the Chief Human Resource Officer.

Revised 3/91, 11/93, 7/96, 4/00, 5/02, 1/05, 2/18

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