



Position Title: Human Resources Manager
Position Type: Professional
Immediate Supervisor: Executive Director of Human Resources and Labor Relations
Contract Period: Twelve (12) Months

General Description:

This position is responsible for administering critical human resources processes within the District including the recruitment and selection process of certified instructional staff, managing and coordinating certified instructional staff evaluations and professional development, oversight of certifications and employment contracts and administering instructional employee contracts, including collective bargaining agreements. This position also serves as a member of the administrative negotiating team during collective bargaining.

Specific Responsibilities:

1. Coordinates and participates in the District's employment process for certified instructional staff, including posting/recruiting/screening, reference and background and unprofessional conduct checks, interviewing, selecting candidates and facilitating a smooth transition to the District.
2. Oversees district human resources information systems and ensures timeliness and accuracy of change orders and staffing data.
3. Ensures all hiring process and employee records are in compliance with all legal requirements.
4. Provides current and prospective employees with information about policies, job duties, working conditions, wages, and employee benefits.
5. Coordinates new teacher on-boarding orientation with Teaching and Learning Services..
6. Assists with identifying training needs with feedback from administrators, principals, and coordinators.
7. Assists in designing and maintaining District personnel policies, procedures, and programs and assures employee adherence to such matters.
8. In conjunction with the Executive Director, recommends drafts and revises board policies relating to human resources.
9. Maintains records and compiles statistical reports concerning personnel-related data such as hires, turnover, resignations, retirements, transfers, performance appraisals, and absenteeism rates, etc.
10. Supports the Executive Director of Human Resources in labor contract administration.
11. Performs staffing duties including staffing level reviews, preparing personnel forecasts to project employment needs, administering dispute resolution processes, and supports administrators in administering collective bargaining agreements and/or work rules or board policies.
12. Responsible for salary administration for certified bargaining units.
13. Analyzes and recommends modifications of compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
14. Conducts exit interviews with certified staff and identifies reasons for employee separation from the district and utilizes checklist provided from other departments to ensure the safe return of all district's property.
15. Performs misconduct investigations and related disciplinary action and reviews and determines if an additional accident investigation is necessary and completes reports for insurance carriers and/or legal.
16. Serves as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
17. Researches and stays abreast of changes within the Human Resources area, i.e., healthcare, workers' compensation, labor relations, contract administration, job analysis, salary system development, and suggests changes and/or modifications program/policy as needed.

18. Reviews requests from staff for workplace accommodation and determine if specific requests meet the requisite requirement for Americans Disability Act/504 and/or related disability laws.
19. Ensures adherence to the Board's Policy and State and Federal regulations for drug testing.
20. Serves as Freedom of Information Act Coordinator for district.
21. Coordinates with Human Resources Specialist to ensure work of the department is performed in a timely manner and meeting the needs of the district.
22. Performs other duties as assigned by the Executive Director of Human Resources.

Qualifications:

1. Master's degree preferred in human resources, labor relations, business administration or education with a concentration in human resources management, personnel administration or related field.
2. Teaching experience very helpful but not required.
3. Three to five years of progressively more responsible work experience in the human resources field with experience or knowledge of recruitment, contract management and employee evaluations, summative and formative appraisals.
4. Courses and/or experience in labor relations (management or labor side) and public employment law, collective bargaining, labor economics.
5. Knowledge of state and federal laws covering employment, including Public Employment Relations Act (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), Worker's Compensation and unemployment compensation,
6. MSBO Certification as Human Resources Specialist and Certification in Human Resources Specialist from MSU School of Human Resources and Labor Relations, or willingness to obtain.
7. Excellent written and oral communication skills.
8. Strong attention to detail, thoroughness and accuracy.
9. Ability to utilize data including strong technical, analytical presentation and oral/written communication skills, computer proficiency, including Microsoft applications.
10. Leadership experience with small and large groups.

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.