



Saint Paul Public Schools

ASSISTANT DIRECTOR OF HUMAN RESOURCES OFFICE OF PERFORMANCE MANAGEMENT

Job Description May 2001

Position Summary

Provide overall supervision for the Office of Performance Management within the Human Resource Department, and provide consultation services to supervisors and administrators to assist them in managing employee job performance and conduct.

Reporting Relationship

Report to the Executive Director of Human Resources/Labor Relations.

Duties and Responsibilities

Provide consultation and guidance to principals, administrators and other supervisors in managing employee job performance and conduct.

Receive complaints or concerns regarding employee job performance or conduct.

Advise and guide principals, administrators and other supervisors in handling job performance concerns or in carrying out investigations of alleged employee misconduct.

Assign an investigator to handle complex, difficult or highly sensitive investigations of complaints and allegations of employee misconduct.

Review investigative findings and recommend appropriate action.

Consult with Labor Relations or Legal Affairs staff members when necessary to assure appropriate and consistent decisions regarding employee disciplinary action.

Prepare formal documents necessary for pre-disciplinary meetings and employee disciplinary action.

Assist administrators in conducting pre-disciplinary meetings.

Coordinate with the Staff Development Department to provide appropriate remedial training or assistance.

Work closely with the Career in Education Board and other administrators to implement decisions.

Advise the Executive Director of matters pertaining to performance management.

**Assistant Director of Human Resources
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Duties and Responsibilities (continued)

Serve on bargaining teams for labor contract negotiations.

Supervise professional and clerical staff members.

Design and deliver in-service training to principals and administrators in topics related to performance management.

Perform other related duties as assigned by the Executive Director of Human Resources and Labor Relations.

Knowledge, Skills and Abilities

Considerable knowledge of the various human resource disciplines and their interrelationships.

Considerable skill in planning and conducting investigations.

Considerable skill in oral and written communication as well as interpersonal skill.

Considerable ability to implement employee disciplinary policies and procedures.

Considerable ability to handle public, private and confidential information appropriately.

Considerable ability to understand, interpret and apply relevant policies, labor agreements, rules and laws.

Considerable ability to organize and analyze information.

Minimum Qualifications

Master's degree in industrial relations, human resource management, social science or a related field and five years of professional level experience in human resource management, at least two of which must have been in labor relations or involved with employee discipline; or a bachelor's degree in one of these fields and eight years of professional level human resource management experience, at least two of which must have been in labor relations or involved with employee discipline.