



## HUMAN RESOURCE CONSULTANT

Job Description  
July 26, 2010

### **Position Summary**

Perform skilled professional human resources work consulting with administrators on the overall workforce management of schools and district departments.

### **Reporting Relationship**

Work under the general supervision of the Assistant Director, Workforce Management.

### **Responsibilities**

The essential functions include, but are not limited to, the following fundamental duties:

Consult with administrators on a variety of human resources related issues including organizational development, hiring, retention, training, performance management and evaluation, employee discipline and related topics; serve as a technical expert on these issues; interpret human resource policies and procedures.

Perform investigations relating to discrimination complaints, misconduct or other related issued under the direction of Employee Relations and Performance Management.

Advise administrators on performance management issues, including employee coaching, written directives and disciplinary action.

Recommend new approaches, policies and procedures to effect continual improvements in the efficiencies of the department and the services provided.

Develop interviewing processes and procedures; create interview questions; assist with interviewing job applicants.

Assist with the principal and assistant principal hiring process.

Develop staffing and retention plans; monitor retention data.

Create training programs for administrators and supervisors; participate in presenting the training.

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### **Responsibilities (continued)**

Determine salary offers.

Develop recruitment plans for all positions; perform recruitment activities, including establishing and maintaining contacts with various universities/colleges, other public agencies, community groups and professional organizations.

Determine the appropriate testing process for Civil Service positions; develop and rate exams.

Establish and maintain contact with labor union representatives; respond to inquiries.

Provide staff assistance in labor arbitrations, mediations and grievance procedures.

Monitor the exit interviewing information provided; conduct in-person exit interviews if requested by the employee; analyze the information for trends; prepare report for administrators on employees' reasons for exiting the District.

Initiate the creation of new Employee Resource Groups (ERG's) and provide support to existing groups.

Interpret labor agreements and human resource policies and procedures and applicable laws in responding to verbal and written inquiries from district administrators and other district staff.

Prepare reports requiring research, data collection and analysis and make recommendations as appropriate.

Perform special projects as required.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

### **Knowledge, Skills, and Abilities**

Considerable knowledge of the current standards, practices and techniques of human resource administration.

Considerable knowledge of the basic principles, practices and techniques of workforce management.

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### **Knowledge, Skills and Abilities (continued)**

Considerable knowledge of applicable laws, rules and regulations applicable to employment.

Working knowledge of the operations of a large organization.

Skilled in the use of computer software applications to accomplish work tasks.

Strong customer service skills.

Strong problem-solving skills.

Effective time management and prioritization skills

Considerable ability to communicate effectively, listening, oral and written.

Considerable ability to establish rapport with others and to interact effectively with persons having a wide variety of cultural and ethnic backgrounds.

Considerable ability to handle multiple issues simultaneously.

Considerable ability to work independently and as an effective team member

Considerable ability to conduct research, analyze information and prepare reports.

Considerable ability to make sound decisions based upon analysis of human resource policies and procedures and information relating to specific employment issues.

Considerable ability to investigate and resolve complaints and conflict situations.

### **Minimum Qualifications**

Bachelor's degree in human resource management, business or public administration, psychology or a related field and five years of human resource experience.