



**DEPARTMENT OF HUMAN RESOURCES
POSITION DESCRIPTION**

CLASS TITLE: DIRECTOR OF HUMAN RESOURCES	CLASS CODE: HR01
DEPARTMENT: Human Resources	PAY GRADE: 13
REPORTS TO: Administrator	FLSA: Exempt
SUPERVISES: HR Coordinator	REVISED: 10/01/2017

PURPOSE AND SCOPE:

Performs under the general direction of the Administrator to direct the Human Resources Department, oversee all HR-related functions of JIPSD, and to assist the Administrator and consultant(s) in the development, implementation and championing of JIPSD Organizational Development/Excellence initiatives.

This position is designated as **Non-Essential** in the event that the District's Emergency Operation Plan is activated.

ESSENTIAL FUNCTIONS:

% Time (Total of Essential Functions Must Equal 100%)

- 20% Directs Human Resources Department and oversees/monitors all HR-related functions at JIPSD, including but not necessarily limited to: Recruitment & Selection; Employment & New Associate Orientation; Position Classification & Position Descriptions; Compensation Plans; Benefits Administration (including FMLA, Non-FMLA LOA, Light Duty, Workers' Compensation); Drug Testing Programs; Personnel Actions; Performance Management Systems; Associate Appreciation Programs; Associate Relations, Counseling, & Disciplinary Action; HR Investigations & Grievances; Leadership & Associate Development; HR & Associate Records Management; HR Reporting; HR Policy Manual; JIPSD Organizational Charts.
- 20% Works with Administrator and consultant(s) to develop, implement and champion JIPSD Organizational Development/Excellence initiatives. Responds to HR-related FOIA requests.
- 20% Hires, supervises/manages/directs, appreciates, coaches, counsels, disciplines, terminates, and conducts/reviews all performance reviews and personnel actions on departmental associates in accordance with JIPSD Human Resources policies and guidelines.
- 20% Conforms to established departmental operations budget process and guidelines for acceptable performance.
- 20% As a member of JIPSD's Management Team, is responsible for actively participating in the development and championing of JIPSD's Strategic and Emergency Operations Plans, as well as for contributing toward the achievement of established goals and objectives and following established processes/guidelines.

100% = Total Essential Functions

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MARGINAL DUTIES

- Performs other duties as required or assigned.

PHYSICAL DEMANDS CATEGORY:

SEDENTARY. Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting up to 10 lbs., negligible frequent lifts, negligible constant lifts, and a MET level of between 1.5 to 2.1.

PHYSICAL JOB DEMANDS:

	Not Required	Infrequent	Occasional	Frequent	Constant
		<i>Not on Daily basis</i>	<i>0-33% of shift, 1-100 repetitions</i>	<i>33-66% of shift, 100-500 repetitions</i>	<i>67-100% of shift, 500+ repetitions</i>
Standing		X			
Walking		X			
Lifting		10#			
Carrying		10#			
Push/Pull		Negligible			
Climbing		X			
Balancing	X				
Bending			X		
Kneeling	X				
Crawling	X				
Reaching		X			
Handling				X	
Squatting		X			
Sitting					X

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to abide by and champion JIPSD's Code of Conduct & Behavioral Standards.
- Ability to effectively participate as a member of the JIPSD Management Team and to consider/act in the best interests of JIPSD as a whole at all times.
- Ability to use good judgment and make sound decisions.
- Ability to communicate effectively, both orally and in writing.
- Ability to effectively manage multiple responsibilities and priorities at the same time.
- Ability to effectively motivate and to plan, delegate, coordinate, supervise, manage, and direct the work of others.
- Working knowledge of the theories, principles, techniques, laws, rules, and regulations of personnel and business administration, management and supervision.
- Working knowledge of and appropriate proficiency in basic office equipment and in Windows, Microsoft Office and Outlook software.
- Working knowledge and expertise in all areas of Human Resources and related compliance.
- Working knowledge of employment-related laws, rules & regulations and practices.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in Human Resources, Business Administration, or related field plus seven (7) years of progressively responsible leadership experience in Human Resources. PHR/SPHR certification preferred, but not required. Must have a valid SC Driver's license.


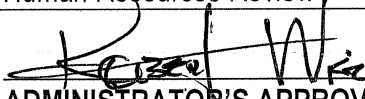
Position incumbents must have successfully completed and possess all of the following specific certifications within eighteen (18) months of the above revised date – or within eighteen (18) months of appointment to this position title. Failure to do so will result in termination of employment:

- NIMS 100PWb
- NIMS 700
- NIMS 800

NOTES:

The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described. The indicated percentages of time are intended to be a meaningful representation but may vary. Job performance must conform to all JIPSD policies/procedures and applicable SOGs. All associates entering into this position title on or after the revised date above will be required to possess the position requirements as specified on this document. This is not a contract of employment and should not be relied upon as such.

MANAGEMENT REVIEW/APPROVAL SIGNATURES:

 Human Resources Review	<u>9-21-17</u> Date
 ADMINISTRATOR'S APPROVAL	<u>9/27/17</u> DATE

I certify that I have received a copy of this Position Description:

Associate's Name – Please Print Legibly

Associate's Signature

Date