## JOB DESCRIPTION

Job Title:	Senior Director of Human Resources
Job Family:	Administrative
Prepared/Revised Date:	September 9, 2024

FLSA Status: Pay Range: Job Code: Days: Exempt Schedule A/P-Grade E 10316 260

<u>SUMMARY</u>: Develop, implement, and manage the comprehensive services and systems for the Human Resources Department. Manage compensation, employee/labor relations, negotiations, evaluation, performance management and dismissal of staff. Ensure employment law compliance; write, revise, and implement policy and procedures. Oversee risk management and records departments.

## ESSENTIAL DUTIES AND RESPONSIBILITIES: J0 T436 558 2

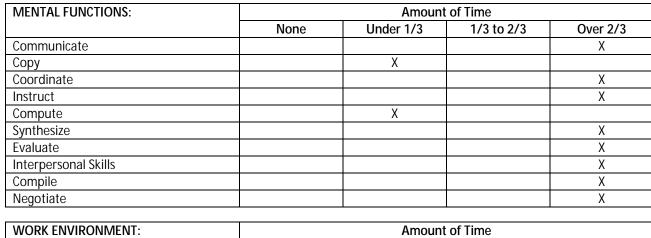
	а.	Administer, track, communicate, and provide training or evaluation systems.	
3.	3. Employnent Lavompliance		
	a.	Ensure district compliance with state and federal statues, policies, and regulations related to Human Resources	
		including the Fair Labor Standards Act, Americans with Disabilities Act, Equal Employment Opportunity	
		Commission, Civil Rights Act, Healthy Families and Worplaces Act, and Equal Pay for Equal Work Act.	
	b.	Advise principals, hiring managers and department directors on employment law and performance issues	
		(including discharge and discipline)	
	С.	Ensure compliance under state licensure mandates	
	d.	Oversee the district's employee/applicant background check and fingerprint process	
	e.	Work with the district's legal counsel and opposing counsel on legal cases and issues	
4.			

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- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize



None

Amount of Time Under 1/3