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ADMINISTRATIVE POSTING

POSTING DATE: April 14, 2025

POSITION: **EXECUTIVE DIRECTOR OF HUMAN RESOURCES AND
LABOR RELATIONS**

STARTING DATE: July 1, 2025

SALARY RANGE
AND BENEFITS: \$115,000 - \$125,000
224-day work year

REPORTS TO: Superintendent of Schools

APPLICATION
PROCEDURE: ***Please apply through Oakland Human Resources Consortium**
<https://www.oakland.k12.mi.us/careers>

*Please DO NOT mail or bring copies of your application materials to the district or any school office unless specifically requested. The district no longer retains or utilizes paper documents in the initial screening process and unsolicited materials will not be retained.

APPLICATION
DEADLINE: May 9, 2025

Clawson is an equal-opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices.

Affirmative Action/Equal Opportunity Employer

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment, and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take affirmative action to ensure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies.

CLAWSON PUBLIC SCHOOLS POSITION DESCRIPTION

EXECUTIVE DIRECTOR OF HUMAN RESOURCES AND LABOR RELATIONS

POSITION SUMMARY

The Executive Director of Human Resources and Labor Relations provides leadership for human resources, personnel management, and labor relations. The Executive Director represents the board as the chief negotiator in negotiating all collective bargaining agreements, and implements processes and procedures to ensure high quality operations in human resources. The Executive Director also manages staffing and retention of district personnel, and ensures compliance with laws and district policies. The Executive Director is responsible for recruitment, implementing programs, including professional and support staffing, wage and salary administration, leave administration, performance evaluations, employee relations, and implementation of Board policies in the area of human resources.

QUALIFICATIONS

- Master's degree in Human Resources Labor and Industrial Relations, Personnel Administration, or related field (Business with a Human Resources endorsement) preferred
- Minimum of 5 years of experience in Human Resources preferred
- Central office, school administrator, or executive level administrative experience is strongly preferred
- Five or more years of supervisory and related experience in K-12 schools
- Demonstrate knowledge of educational environment
- Demonstrate superior human relations skills

SKILLS AND ABILITIES

- Display excellent written and oral communication skills including presentations
- Strong organizational and multitasking skills
- Ability to communicate effectively, both orally and in writing, with employees, administrators, and the public
- Ability to establish and maintain good working and supervisory relations with staff and to maintain in strictest confidence personal information regarding employees
- Expertise in employment law, HR best practices, and collective bargaining procedures
- Ability to manage pressure situations and effectively negotiate in complex environments
- Demonstrate skills in computer applications needed to carry out job functions
- Strong commitment to equity, social justice, and inclusion in all aspects of the HR process

ESSENTIAL RESPONSIBILITIES

- Provide overall coordination, management, and leadership to the district's human resources personnel and programs
- Oversee the recruitment, hiring, and onboarding processes for all staff, ensuring a diverse and qualified workforce
- Perform appropriate human resource functions necessary for hiring, coaching, evaluating, disciplining, and supervising staff in accordance with established policies and procedures
- Direct and manage the district hiring process including recruitment, interviewing, and recommendations for hire of all staff with focus on employee retention
- Research, design and implement classification, salary, and comparability studies; authorize salaries and/or wages
- Administer provisions of collective bargaining agreements and/or district procedures dealing with staffing, transfers, discipline, leaves, resignations, retirement, benefits, vacations, absences, and supplemental pay
- Manage employee relations issues, conduct investigations, and provide guidance to staff and management on HR policies and procedures
- Prepare legal research reports required by the district, Federal, State, and outside agencies
- Assure that all staff members are properly certified
- Maintain accurate and confidential employee records and HR data
- Advocate for the district's interests when assessing and collaborating with consortiums and third parties
- Maintain and administer COBRA, ADA, ACA and FMLA compliance
- Collaborate with the business office and payroll to streamline the systems of implementation and management
- Interface and consult with district legal counsel on employment matters and ensures compliance with all federal and state laws
- Provide direction to the performance management system including evaluations of performance on all employees
- Direct and manage employee contracts involving hiring, promotion, non-renewal of employment contracts, terminations, disciplinary, tenure dismissal actions of all staff and the issuance of employment contracts
- Coordinate and manage workforce reductions
- Resolve labor issues with union and non-union groups and personnel
- Serve as the district's chief negotiator
- Negotiate and administer collective bargaining agreements, address grievances, and ensure fair and equitable treatment of employees
- Mediate issues, complaints, and concerns
- Promote and support organizational and departmental culture by reinforcing Board of Education goals, policies and procedures and the district's vision, mission and continuous improvement plan

- Maintain and apply up-to-date knowledge of current theory, research, methodology and legislation in appropriate fields of assignment including human resources, employment law, labor relations, and benefit and compensation administration
- Oversee the administration of employee benefits programs, ensuring accuracy and compliance, and coordinate annual open enrollments
- Serve as district representative coordinating response to Title IX complaints
- Prepare, collect, and compile statistical and other pertinent data for effective collective bargaining
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources and employment law
- Research information and recommend solutions to a wide variety of complex issues to address the needs and responsibilities of the district in the human resources arena
- Identify training needs and develop and implement programs to support employee growth and development
- Direct and manage district's employee performance and progressive discipline system for represented and non-represented staff

ESSENTIAL ADMINISTRATIVE FUNCTIONS AND TASKS

- Lead the development and direct the implementation of strategic and/or operational plans, projects, programs and systems that align with those of the district in collaboration with department members
- Lead multiple projects and support/motivate effective teamwork to produce quality services
- Analyze and solve strategic and operational issues
- Promote and support organizational culture by reinforcing Board of Education goals, policies and procedures and the district's vision, mission and continuous improvement plan
- Compile data from a wide variety of sources for the purpose of evaluating services, analyzing specific requests, and ensuring compliance of program activities
- Direct and manage employee performance and progressive discipline system for represented and non-represented staff
- Provide organizational leadership that aligns and supports positive culture and diversity within the workplace
- Respond to other duties as assigned in a professional and effective manner

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.