

## **Human Resources Director**

### **Job Description**

**POSITION TITLE:** Human Resources Director  
**REPORT TO:** Executive Director  
**Work Day:** Minimum 7.5 hours daily  
**Contract Days:** 236 Days  
**Classification:** Exempt  
**Salary Schedule:** Fiscal/HR

#### **ESSENTIAL FUNCTIONS:**

1. Represents REC 9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.)
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of Region 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations
4. Attendance on a regular basis, consistent with the Region 9 attendance policy is required. Attendance at mandatory Region 9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory Region 9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner is required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy and confidentiality of student and personnel records and information is required.
10. Understanding and compliance with the Region 9 employee policy manual, technology policy, and tracking system are required.
11. Facilitates intra-agency communication and coordinates with all directors and managers to ensure the free flow of information that will enhance all programs of Region 9.
12. Travels from site to site as required for completion of job duties.
13. Supports and contributes to overall Region 9 mission, vision, values and goals as an appointed member of the agency's leadership and directors' teams.
14. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
15. Responsible for the administration of benefits and coordination with payroll, oversees adherence with Region 9 employee policy manual and Region 9 Coordinating Council Policy. Responsible for the functions of the Human Resources Position.
16. Directs, advises and manages personnel to include: recruitment, retention, hiring, orientation, counseling, assignment, discipline, training, education, evaluation of competency and termination according to current policy. Develops and implements performance standards while fostering a positive attitude toward organizational objectives.
17. Maintains HR files both paper and electronic according to established standards, ensuring file integrity. Conducts quality assurance on employee files to ensure accuracy and compliance.
18. Responsible for issuing employment letters, contracts, personnel action requests (PARS), based on employee classification and changes in employment.

19. Ensures compliance with Region 9 established policies, State licensure and other regulatory standards; safety, environmental and legal requirements; Participates in Performance Improvement.
20. Develops procedures, work flows, goals and objectives; implements Region 9 policies, procedures and workflows; ensures accountability and customer satisfaction. Communicates pertinent information with employees.
21. Provides guidance, administers, directs, educates Directors, Managers and Employees in the interpretation and application of HR policies, benefits, compensation, workers comp and payroll.
22. Works collaboratively with the Executive Director and Department Directors to develop and implement organizational processes for onboarding and exit of employees of Region 9.
23. Assists with initial placement on salary schedules in collaboration with the Executive Director, the Program Director and Fiscal.
24. Advises and coordinates in matters involving personnel actions.
25. Investigates problems, evaluates findings, advises participants, problem solves and takes and/or recommends actions regarding employee relations/work issues.
26. Maintains professional growth and development through seminars, workshops, current literature and professional affiliations to keep abreast of latest trends.
27. Informs job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
28. Responsible for planning, conducting, and evaluating in-service training programs on human resource related topics for staff as requested by the Executive Director.
29. Must work in partnership with the State of New Mexico Public School Insurance Authority (NMPSIA), ERISA, and POMS & Associates to maintain employee benefits and Workman's Compensation.
30. Ensures that personnel files are accurate, current, and compliant with regulatory requirements.
31. Participate in annual update to the Region 9 Employee Policy Manual to ensure the are in alignment with federal, state and local regulations.
32. Is responsible for all posting of job vacancies and interview processes.

#### **Competencies and skills:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Google Suites or related software.

#### **QUALIFICATIONS**

Bachelor's degree required or preferred, Master's Degree from an accredited college or university with emphasis in Human Resources, Business and/or Education. Previous work experience interfacing with people, whether in customer service, education, healthcare, social work, community outreach, or similar. Demonstrated ability to handle challenging interactions with patience, professionalism, and empathy. Must demonstrate strong written verbal, and interpersonal skills. Computer skills adequate for word processing, preparing and utilizing databases and the production of spreadsheets. Have willingness to carry out assigned tasks and performance responsibility. Other qualifications determined necessary by the Executive Director.

**Job Description Acknowledgement**

I have received, reviewed and fully understand the job description for **Human Resources Director**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name\_\_\_\_\_ Date\_\_\_\_\_

Employee Signature\_\_\_\_\_