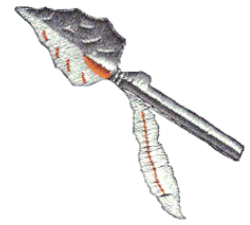


SCAPPOOSE SCHOOL DISTRICT 1J  
33590 SE High School Way  
Scappoose, OR 97056



POSITION DESCRIPTION

**Human Resources Manager**

Revised Date: 2016

**Range Assignment: Administrative**

**Reports to:** Superintendent

**Job Goals:** To plan, coordinate and supervise the staffing and personnel functions, including recruitment and selection, compensation and evaluation and assists in the administration of labor relations and collective bargaining contracts .

**Essential Requirements:** To perform this job successfully, an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position

- Degree in Human Resources or at least five years of experience in a human resources position
- Must respect confidential information
- Ability to use judgment in the analysis of facts and circumstances, surrounding individual problems in determining and prioritizing the necessary actions
- Ability to maintain and verify completeness of records meet schedules and deadlines
- Ability to maintain effective relationships with all levels of administration, staff members, students, parents, and the general public
- Ability to perform work in a self-directed manner
- Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable

**Essential Performance Responsibilities:**

- Assist supervisors and administrators in hiring
- Support school administrators on equity related issues for effective administration
- Participate in collective bargaining process
- Manage labor contracts
- Work and communicate with administrators and labor unions in interpreting the collective bargaining agreements, clarifying personnel questions, investigating and resolving personnel issues and employee concerns, and serving as a resource and support person
- Certifies classifications and salaries to the business office
- Monitor and track employee evaluation procedures

- Assure staff have the appropriate licensure and/or meet the educational requirements for their positions
- Assure fair and consistent application and interpretation of District policies, labor contracts, and/or State, Federal and local regulations
- Process and administer OFLA/FMLA leaves
- Process and administer Workmen's Compensation claims
- Process staff injury reports and OSHA annual reporting
- Process and submit personnel related reports to Oregon Department of Education
- Maintain personnel files and documents relating to the department
- Input and maintain computer information on all district personnel in Infinite Visions, AESOP, Synergy and Talent Ed
- Maintain AESOP substitute data and Talent Ed data, processes and evaluation system
- Cultivate and model a respectful working and learning environment

**Physical Requirements:**

Physical requirements for essential responsibilities:

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day) O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day) C – Continually (5.5 – 8 hrs per day)

N/A – Not Applicable

Physical Requirements	N/A	R	O	F	C
Sitting				X	
Stationary Standing	X				
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling			X		
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/pulling Max weight: 40 lbs		X			
**Lifting/Carrying Max weight: 40 lbs		X			
*items typically moved: chair, table,					

box					
** Items typically lifted: paper, book, binder,					

**Terms of Employment:**

Position is 261 days. Benefits in accordance with the Administrative Compensation Plan.

<p>I, _____ have read and understand the above requirements for this job position.</p> <p>Signature _____ Date _____</p>
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