



EMPLOYEE NAME: _____

Created: 1/15; Revised: 10/16; 6/18; 8/19; 8/23; 7/26; 9/26

JOB DESCRIPTION

POSITION TITLE: Senior Executive Director, HR Operations & Relations	JOB CODE: 473Y
DIVISION: Human Resources	SALARY SCHEDULE: N/A
DEPARTMENT: HR Operations & Relations	WORKDAYS: 231
REPORTS TO: Chief Human Resources	PAY GRADE: NZOO (Based on CH66, Steps 27-29)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Oversees all aspects of Employee Relations to include investigations from reports of employee misconduct; EEO complaints/Grievances; Evaluations: Fingerprinting: Background Checks; and employee ID badges; HR Systems; and personnel records.	
REVISION DATES: 9/26	

REQUIREMENTS:

1.	Educational Level: Master's degree required
2.	Certification/License Required: PHR or SPHR certification preferred; experience conducting investigations preferred
3.	Experience: 3 years' experience in a supervisory or leadership role
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; investigation; leadership; planning; public relations

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises and evaluates direct reports.
3.	Directs/conducts investigations regarding reports of violations of Code of Ethics, school board rules, and EEO issues.
4.	Directs/conducts investigations regarding reports of misconduct, arrests, or illegal activities by employees.
5.	Acts as a District Liaison with DFCS, law enforcement, the Professional Standards Commission, and educator associations.
6.	Disseminates the Code of Ethics, monitors changes in the Code, and acts as a resource to principals and district administrators regarding the Code of Ethics.
7.	Recommends employee disciplinary action to the CHRO based on investigation results.
8.	Advises principals, level superintendents, and other district personnel on the GA Fair Dismissal Act provisions and procedures; supervises the organization of FDA personnel hearings.
9.	Advises administrators regarding the processing of formal employee grievances filed under Board Rule GAE.
10.	Supervises the non-renewal process.
11.	Conducts training for principals and other supervisors regarding personnel policies and procedures.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____