

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Personnel Director
Job Class Code: 0100 or 7660
Pay Scale: per salary schedule

Reports to: Superintendent
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Organize, plan, direct and implement the District's Human Resources programs and direct and supervise District Personnel Services, business affairs and employee relations programs.
- Develop and recommend Human Resources policies and objectives for the District; develop recruiting and placement practices and procedures.
- Determine and recommend employee relations and contract administration practices to establish positive employer-employee relationships and to promote a high level of employee morale.
- Develop, process and implement job design, job evaluation and performance appraisal programs.
- Administer and oversee the District's employee benefits programs and services, employee assistance programs and pre-employment physical screening activities.
- Provide in-service management training programs for employees; design training programs to meet District-wide Human Resources programs policies and procedures; assure responsibilities and accountabilities are understood and assure coordination of activities within the Division are accomplished.
- Administer personnel policies; assure employees are equitably treated as individuals; take corrective personnel action as appropriate; develop personnel requirements forecasts; assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews; recommend specific personnel be hired; recommend salary actions, review performance and set achievement goals for subordinates.
- Determine and communicate departmental objectives, standards and policies; measure performance against objectives to update plans.
- Develop an organization and staffing plan to assure attainment of objectives; make or recommend changes as appropriate.
- Supervise and evaluate the performance of assigned personnel.
- Maintain regular attendance.
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

Education: GED or High School Diploma
Certification/Licensure: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.