

**LIVONIA PUBLIC SCHOOLS**  
Livonia, Michigan

**NOTICE OF VACANCY:     Director of Human Resources****POSITION**

Livonia Public Schools is seeking a highly qualified Director of Human Resources who will be able to support and sustain equity-focused leadership for all employees. The leader creates and contributes to highly functioning work environments that exhibit respect and understanding for all individuals and employee groups. The leader will identify and systematically apply best practices in human resource development and personnel administration throughout the District.

**ABOUT THE DISTRICT**

Livonia Public Schools stands as a lighthouse District, a beacon of excellence offering exceptional educational opportunities to all children and serving as a source of pride for our community. As a premier school system, we promote a passion for learning and a philosophy that puts the needs of children and their education first.

**DISTRICT OVERVIEW**

Livonia Public Schools employs approximately 1,900 staff members, serving approximately 14,560 students pre K-post secondary. There are 15 elementary schools, 3 middle schools, 3 high schools, 1 career technical center, 1 early childhood center and 1 vocational and transition center in the School District. The annual budget for Livonia Public Schools is \$148 million, with a state funding of \$8,289 per pupil.

**JOB DESCRIPTION:**

The Director of Human Resources is responsible for all aspects of human resources of the School District. The Director of Human Resources is responsible for all District personnel operations, which includes the negotiation and maintenance of all contracts, processing grievances, hiring, disciplining and discharging certified and non-certified staff, the supervision and organization of the Human Resources office, and developing and implementing all District personnel policies. The Director of Human Resources reports to the Superintendent of Schools and works cooperatively as a member of the Superintendent's Cabinet.

**MINIMUM QUALIFICATIONS:**

- Minimum of a master's degree with graduate study in any of the following: administration, labor relations, human resources, educational leadership; or a juris doctorate, or extensive experience in human or labor relations.
- A passionate commitment to improving learning for all students.
- Visionary and creative leadership that promotes team and community building.
- Successful administrative experience at building, District or organizational level preferred.
- Experience or knowledge in negotiations, labor relations, contract labor management, interpretation and compliance.
- Evidence of ability to be approachable, knowledgeable and collaborative in solving problems.
- Successful experience in interviewing, selecting, supervising and evaluating teachers and administrators, or other public or private employees.
- Proven ability to engage others in the development of a vision.
- Demonstrated positive interpersonal relationships.

- Evidence of ability to establish positive working relationships with all levels of employees and union groups which result in mutual respect and collaborative results.
- Respect for team concept and diversity and the ability to create a positive work climate.
- Superior verbal and written communication skills.
- Ability to administer and supervise the Human Resources Office.
- Ability to maintain a high level of confidentiality.

### **MAJOR FUNCTIONS AND RESPONSIBILITIES:**

- Embrace the District's mission, vision and collective commitments in order to make decisions that reflect the District's philosophy that places the needs of children and their education first.
- Maintain a collaborative and interactive working relationship with all administrative personnel at District and school levels.
- Administer personnel practices to all employees, such as, but not limited to hiring, requests for leaves, promotions, transfers, resignations, retirements, approval of additional personal business days, jury duty, secretarial overtime, dock pay, disciplinary procedures, pay adjustment approval, and budget monitoring.
- Provide leadership in the collective bargaining process for Board negotiating teams with the District's six employee groups; gather information and research data in preparation for bargaining, and develop and implement negotiation strategies and policies as directed by the Superintendent and the Board of Education.
- Work with District and union leadership regarding contract implementation, problem resolution and contract intent resolution.
- Conduct individual conferences and personnel counseling with employees relating to health, discipline, job performance and interpersonal relations.
- Administer the due process procedure, represent the District in matters regarding the grievance process and arbitration, and negotiate the resolution of grievances and arbitration concerns with union groups.
- Regular employee recruitment and posting (all divisions).
- Work effectively with appropriate Board committees, prepare personnel agenda for Board meetings, respond to individual Board member concerns and questions, attend Board meetings, provide updates to and consult with Board on negotiations and interact with Board members directly at the direction of the Superintendent.
- Work with the District's legal counsel on litigation of human resources and personnel matters.
- Responsible for Freedom of Information (FOIA) requests.
- Supervise insurance office relating to employee benefits for union and non-union staff including, but not limited to: health, dental, vision, life, and disability insurances.
- Attend meetings of the Superintendent's Cabinet, working in collaboration with the team.
- Stay current with educational developments, legislation affecting education and/or human resources, and participate in professional organizations.
- Prepare recommendations for the Superintendent or designee in matters concerning human resources, labor relations, and related policies and procedures.
- Responsible for the continuing cost containment of the District's employee benefits and the ongoing communication with employees concerning their benefits.
- Develop and monitor annual HR Department budget and actively participate in developing the overall District budget.
- Select, train and evaluate performance of assigned staff, develop work schedules, interview and select employees and recommend transfers, reassignments and disciplinary actions.
- Maintain District compensation and classification systems.
- Work closely with Finance and Payroll Departments on financial matters as they relate to staff/staffing, labor relations, benefits and effective payroll operations.
- Advise and administer on issues of evaluation, discipline, staffing and staff development.
- Responsible for and/or assist with employee handbooks, employee contracts, job descriptions, and other publications related to human resources.

- Direct translation of personnel and employee relations policies into operating programs.
- Assist the Superintendent in the selection, assignment, evaluation, transfer and dismissal of all administrative personnel.
- Assist in ensuring that instructional and administrative staff are properly certified and meet all state and federal guidelines pertaining to certification.
- Standardize and continuously review processes and procedures to improve efficiency.
- Administer master agreements and provide training, advice and interpretation to administrators and supervisory personnel regarding matters of contract intent.
- Coordinate the interpretation of laws, rules and collective bargaining agreements, District policies and procedures, and maintain current and consistent information and operating procedures.
- Serve as Title IX coordinator and harassment compliance officer.
- Maintain compliance with state and federal laws, reporting, and record keeping requirements.
- Represent the District at unemployment, workers' compensation, EEOC and other labor and employment related hearings.
- Conduct and monitor risk assessment on issues related to human resources.
- Perform various other tasks as assigned by the Superintendent.

### **PROCEDURES:**

Applicants should furnish a letter of intent, professional resume, copies of educational documents (transcripts/certificates), and three current letters of recommendation.

### **CONDITIONS OF EMPLOYMENT:**

This position is a member of the Superintendent's Cabinet.

### **APPLICATIONS:**

**Applications must be on file in the human resources office by 4:30 p.m. on Thursday, July 20** and should be sent to: Superintendent Andrea L. Oquist, c/o Jan Clark, Human Resources Office, Livonia Public Schools, 15125 Farmington Road, Livonia, MI 48154. **This posting will remain open until the position is filled.**

6-29-17-jc

The Livonia Public Schools School District prohibits unlawful discrimination on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, or disability in any of its educational programs or activities. The following person has been designated to handle inquiries and grievances regarding discrimination based on race, color, religion, sex, national origin, age, height, weight, and marital status-Director of Human Resources, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2566. The following person has been designated to handle inquiries and grievances regarding discrimination based on handicap or disability-Director of Student Services, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2524.