



Moses Lake School District

Human Resources

Job Posting

920 West Ivy Avenue | Moses Lake, WA 98837 | P: (509) 766-2650 | F: (509) 766-2678

TITLE: Human Resources Manager

LOCATION: Administration Office

CONTRACT: 12 Months – FLSA Exempt/260 Days

SALARY: Dependent upon qualifications and experience

Please complete an electronic application at www.moseslakeschools.org. Under the “Employment” tab select “Employment Information”. Click the blue link to view current job openings, view the position announcement, and submit an application.

OVERVIEW OF THE POSITION:

The Moses Lake School District is seeking an outstanding candidate for the position of Human Resources Manager. Moses Lake has over 8,000 students, employs over 1000 employees.

The Human Resources Manager will work collaboratively with all administrators and staff to develop, coordinate, evaluate and implement personnel policies and procedures for the District.

REQUIRED QUALIFICATIONS:

1. Bachelor’s degree, preferably in an educational or human resources related field.
2. Human resources experience required.
3. At least five years of successful HR experience.
4. Superior interpersonal skills, including the ability to coach, counsel, problem-solve and mediate confrontational situations.
5. Superior organizational skills and ability to work independently.
6. Outstanding written and oral communication skills.

PREFERRED QUALIFICATIONS:

1. Successful experience working with personnel issues.
2. Demonstrated ability to establish relationships and work effectively with diverse elements within the school and community.
3. Knowledge and understanding in utilization of computer technology for generating human resources.
4. Demonstrated leadership and experience in the supervision and performance appraisal of staff.
5. Experience in contract negotiations, working with collective bargaining agreements and union representatives, knowledge of related federal and state laws.
6. Experience or training in personnel practices and contract management.
7. Experience in making difficult decisions involving personnel matters.
8. SHRM certification preferred.

9. Ability to develop teamwork and continue an inclusive problem-solving approach among HR staff.
10. Ability to anticipate trends and changes in HR and lead the department effectively through change.
11. Ability to analyze multiple inputs and solve problems in a team-based approach.
12. Ability to maintain composure in challenging HR situations.

DUTIES AND RESPONSIBILITIES:

1. Have experience in all aspects of the hiring process for certificated and classified employees, as well as coaches and other types of casual workers, including substitutes.
2. Develop and administer District personnel policies, practices, and procedures.
3. Direct and be ultimately responsible for recruitment, screening, and selection procedures for all personnel positions in the District, focusing on balance and diversity in the work force.
4. Collaborates with administrators, directors, principals, managers in determining appropriate responses to unusual employee behaviors, morale issues, and other employee issues; advises on proper policies and procedures to assist employees in such situations; supports and coaches on techniques to effectively address employee issues.
5. Assist with labor relations, including collective bargaining, contract management, data collection and analysis, and employment issues.
6. Assume responsibility for the interpretation and implementation of contractual agreements with employee bargaining units, including responsibilities for the processing of staff grievances, preparation of materials for arbitrations, and providing appropriate testimony.
7. Share responsibility for staff allocation.
8. Title IX and Civil Rights compliance officer.
9. Provide supervisors with advice and counseling on a wide range of human resources issues, including wage and hour laws, disability law, labor and employment law. Administer leave policies and advise supervisors and employees on return to work and reasonable accommodation issues.
10. Conduct or assist with investigations of alleged employee misconduct. Determine facts and appropriate corrective action.
11. Administer the performance evaluation system for classified staff. Counsel employees and supervisors on issues affecting performance and assist in the resolution of concerns.
12. Serve as liaison for attorney involved in labor and unemployment law, public records act.
13. Supervise the Human Resources and Benefits staff.
14. Oversee L&I claims, issues, return to work plans etc.
15. Oversee issues related to unemployment.
16. Understand and implement the laws related to the Family Medical Leave Act.
17. Oversee S-275 reporting.
18. Administer Employee Assistance Program referrals.
19. Monitor certificated and classified staff for appropriate endorsements and Highly Qualified compliance.
20. Oversee credits and clock hours for certified and classified staff.
21. Process and monitor volunteers.
22. Develop and implement the Affirmative Action Plan.
23. Serves as a member of the district's Cabinet Team.
24. Other duties as assigned.

BENEFIT PROGRAMS:

Dental, vision and health programs are available for the employee and the employee's family. Professional travel allowance and professional memberships provided.

The Moses Lake School District #161 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX, Affirmative Action, and Equal Opportunity officer, Patty Laughery, 920 W. Ivy Avenue, Moses Lake, WA 98837, (509) 793-7725, plaughery@mlsd.wednet.edu; OR Section 504/ADA Coordinator, Dave Balcom, 1240 W. Ivy Avenue, Moses Lake, WA 98837, (509) 793-7699, dblacom@mlsd.wednet.edu