

**JOB DESCRIPTION:  
DIRECTOR OF HUMAN RESOURCES  
AND RISK MANAGEMENT**ISSUE DATE: **2-17-07****OVERVIEW**

The Jackson County School District is committed to recruiting and developing top educators and leadership at all levels. The Director of Human Resources and Risk Management would lead the Jackson County School District's efforts to achieve this goal. The ideal candidate has a solid track record of developing and implementing strategies to recruit top talent, developing educational and leadership skills, and fostering a culture of high performance. The candidate will have three years of experience in human resources and leadership development (three of which should have been in a key leadership role), risk management program administration, insurance program administration, including property insurance, workers compensation insurance, and liability insurance, along with a four-year degree in a related field. A Master's degree is preferred.

**QUALIFICATIONS/MINIMUM JOB REQUIREMENTS:**

- The employee must possess a high degree of skill in personnel administration, employee relations, leadership development, organizational management, and written and oral communications.
- A Bachelor's degree from an accredited college or university with a major in Human Resources, Industrial/Organizational Psychology, Business Administration, School Administration, or a related field; and three years of professional experience including administration, development, and research related to human resource supervision procedures and employee health and welfare plans, risk management and insurance program administration.

**PRIMARY OBJECTIVES:**

- Safety of the workforce.
- Development of the Human Resources Department.
- Development of a highly motivated employee culture that emphasizes quality, continuous improvement, high performance.
- Personnel ongoing development.
- Administration of the districts risk management and insurance program including, property loss, workers compensation, and liability insurance.

**SCOPE OF RESPONSIBILITIES:**

- Develops and recommends policies and actions to create a culture of high performance; manages personnel within the Jackson County School District, including the functions of recruitment, selection, placement, orientation, evaluation of immediate staff, employee benefits, salary placement, termination, and leadership development.
- Guides the direction of the leadership and management development program for administrators throughout the district; assists administrators with personnel matters in areas such as assessing personnel performance.
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- Develops and implements a strategy for recruiting top talent for the district, including developing innovative ways to reach high quality candidates; develops and maintains job descriptions for positions in the district
- Directs and administers a highly effective employee information management system, including programs of permanent records for all personnel; manages the collection of all employee permanent records and maintains the personnel files for all employees in the district; establishes staff listings of district personnel and maintains all confidential district employee information
- Develops and implements a strategy to promote employee retention.
- Recommends and advises on matters pertaining to retirements, leaves of absence, assignments, transfers, salary administration, and employee benefits
- Assists in the development of strategies for grievance resolution
- Coordinate, monitor and review the procedures relating to transfers, grievances, leaves of absence, evaluations, layoffs and discipline/dismissal issues.
- Monitor, review, and evaluate the District's employee health and welfare programs, recommend changes as appropriate. Oversee the District's Insurance needs.
- Train, assign, and evaluate the performance of assigned personnel; develop, coordinate, and conduct in service training to District personnel on laws, regulations, and District policies and procedures related to human resources; communicate with District administrators to resolve issues and improve the human resources function.
- Establishes and implements short and long-range department goals, objectives, policies and procedures; monitors and evaluates program effectiveness and effects organizational change; directs and administers recruitment, employment, classification and salary administration, workforce planning, benefit administration and employee relations; provides leadership and direction for employee training and staff development.
- Plan, direct, supervise and coordinate the activities of school district's risk management and insurance programs including public liability, property, excess workers' compensation coverage, loss control and safety programs.
- Develops, updates and implements policies, procedures and employee handbooks;
- Represents the district in employee disciplinary actions, grievance resolutions and hearings.
- Coordinates and supervises all open enrollment including group insurance, retirement, voluntary coverage, 403(b) and 457(b).
- Supervises enrollment of all benefit eligible employees in District's group insurance programs;
- Supervises, trains and evaluates assigned staff; develops and manages annual budget; monitors and oversees expenditures; serves on district planning policy making and other committees as requested by the district superintendent and school board; performs special studies, projects and administrative tasks as required.
- Responds to unemployment claims and appeals. Reviews workers compensation claims, coordinates light duty programs, acts as liaison for the employee, physician and the insurance carrier. Represents the district at all hearings.
- Administers the District's Alcohol and Drug Abuse Policy, within the United States Department of Transportation guidelines, executes random monthly drug/alcohol testing and confers with Medical Review Officer as needed. Refers employees to professional counseling and coordinates return to work programs.

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- Coordinates grievance hearings and responds to Open Records requests.
- Plan, direct, supervise and coordinate the activities of school district's risk management and insurance programs including public liability, property, excess workers' compensation coverage, loss control and safety programs and procedures; evaluate insurance risks and establish required levels of insurance coverage; manage liability claims administration programs, including directing and coordinating the work of third party administrators as required; coordinate risk management program activities with other divisions and departments; coordinate the workers' compensation claims litigation process; exposure and to develop accident insurance and indemnification provisions; manage and coordinate projects and programs as assigned by the district superintendent in a variety of administrative areas; develop and implement policies and procedures relating to assigned areas of responsibility; confer with the district superintendent, department heads, employees, board as required; negotiate and administer agreements with individuals, businesses and government agencies; develop budgets and cost management recommendations relating to assigned areas of responsibility; attend meetings and provide staff assistance to the district school board as required; supervise, train and evaluate assigned staff; perform related duties as necessary.
- To insure compliance with all requirements of the Asbestos Hazard Emergency Response Act (AHERA).
- Monitors and administers the workers' compensation and employee benefits programs. Works with consultants, agents, brokers, underwriters, and other insurance professionals to develop cost effective benefit programs.
- Administers the Employee Safety Program; monitors accident reports, conducts accident investigations, facilitates department safety meetings and conducts quarterly safety audits.
- Other duties as assigned by the Superintendent.
- Prepare and submit all reports required by the State Department of Education. This includes submission of required statistical data in support of pupil transportation.
- Insure that all drivers are in compliance with all State and Federal licensing standards.
- Maintain a filing system in compliance with job requirements.
- Implement a viable accident prevention program with strong emphasis on safety.
- Report all accidents and maintain accurate records in a standard format.
- Submit as required statistical data in support of pupil transportation.
- Perform other duties as assigned by the Superintendent.
- Building Insurance (to include houses at East Central and St. Martin)
- Maintain inventory of all buildings and their contents.
- Compare inventory control list to insurance carrier's list to insure that all buildings and contents have sufficient coverage in the event of loss.
- Maintain coverage on all vehicles, other than buses, as prescribed by law in Mississippi.
- Maintain and provide a list of drivers to the insurance carrier.
- Process accident claims as they occur.
- Inform appropriate school personnel of process to follow in the event of an accident and/or claim made against the school district. Provide appropriate forms to be completed when an accident occurs.
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- Periodically request price quotes from other insurance carriers to see if the same or more coverage can be provided at a lower cost.
- Evaluate coverage to insure that the district has at least the minimum as required by law in Mississippi.
- Meet with representative from insurance carrier and tour facilities to identify areas that are a danger to staff, students, and/or visitors. Report any findings to the Assistant Superintendent of the Attendance Center for his/her action.
- Process any claims made against the school district.
- Periodically request price quotes to secure equal or greater coverage at a lower cost to the school district.
- Evaluate coverage to insure that the district has the minimum coverage as required by law in Mississippi.
- Periodically review this policy to insure that necessary coverage is provided for required school personnel.
- Conduct an investigation of each accident and make recommendations of any corrective action that may need to be taken. This shall include a recommendation to terminate the employee if the accident was the result of negligence on the part of the employee.
- Meet with insurance representatives to evaluate plans to be presented to the insurance committee.
- Establish an insurance committee to evaluate plans to present to employees.
- Conduct insurance committee meetings. Take its recommendations and present to the superintendent and/or school board.
  
- Schedule dates and times for the Cafeteria 125 plan carrier to meet with all employees to complete forms to have insurance deducted from employees' pay check.
- Establish a schedule and procedure for insurance agents to present their plans which have been approved for payroll deduction to the district employee.
- Inform appropriate personnel of the procedures to follow should an employee be injured on the job.
- Investigate each reported accident and complete the necessary paperwork to report the accident to the insurance company.
- Tour school facilities, when requested, with the Safety Engineer to inspect facilities and identify any areas which could result in injury to the employee.
- Plan safety training sessions for appropriate personnel, as identified by the Safety Engineer.
- Investigate, as needed, any suspected abuse of worker's compensation by employee(s). If such abuse has been verified, notify the insurance company and request that it conduct an investigation into the suspected abuse.
- Other duties as assigned by the Superintendent.

**KNOWLEDGE, SKILLS AND ABILITIES DESIRED:**

Knowledge of:

- Legal aspects of school personnel services, general functions of school district human resources, policies and procedures employee health and welfare benefit plans.

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- Principles and practices of public human resources administration; management and organization; and employee health and welfare benefit plans
- Laws and regulations related to the human resource functions; modern technology systems and procedures as they apply to human resource information systems and employee health and welfare benefit plans
- Laws and regulations related to the human resource functions.
- Laws and regulations related to risk management and insurance functions including property, public liability and workers compensation insurance.

## Ability to:

- Communicate effectively, both orally and in writing, with the community and all school district personnel
- Organize, coordinate, and implement the diverse functions of a staff performing the varied human resource functions
- Understand and implement policies, rules, regulations and procedures
- Create innovative solutions or ideas to resolve problems
- Define problems or concerns and recommend solutions to effect positive change
- Plan and conduct studies, generate and analyze data, and make sound conclusions and recommendations.
- Perform complex assignments independently
- Analyze and resolve problems or implement change with tact and proficiency
- Establish, communicate and maintain effective employee relationships
- Knowledge of human resources management principles, practices and techniques;
- Knowledge of management principles and practices;
- Knowledge of a variety of human resources programs including employment, compensation, classification, benefits, and related areas;
- Analyzing complex problems and identifying solutions;
- Develop district-wide human resources program needs;
- Develop and implementing new programs;
- Develop skills of others how to resolve conflicts and negotiating resolutions;
- Developing and implementing policies and procedures;
- Knowledge of establishing and maintaining effective working relationships with other department staff, faculty, students, and the public;
- Skill in presenting ideas and concepts orally and in writing;
- Proficiency preferred in the use of various computer software applications (Word, Excel, Power Point, Access and other software programs).

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or

Descriptor Term:

**GFAA**

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balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**SPECIAL REQUIREMENTS:**

Subject to a criminal background check prior to employment.

**ADDITIONAL REQUIREMENT:**

Possession of a valid drivers license and maintain that license.

**TERMS OF EMPLOYMENT:**

Twelve month. Salary to be determined by Board Policy GGBA – Administrative Salary Scale.

**EVALUATION:**

Performance of this job will be evaluated by the Superintendent in accordance with the provisions of the Board's policy in evaluation of professional personnel.