



REGION 9 EDUCATION COOPERATIVE
Human Resources Manager
Job Description

POSITION TITLE: Human Resources Manager
REPORT TO: Executive Director
Work Day: Minimum 7.5 hours daily
Contract Period: 2023/2024, 12-month position, minimum 236 days/year, minimum 7.5 hrs/day
Classification: Exempt
Salary Schedule: Degreed

ESSENTIAL FUNCTIONS

1. Represents REC9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.)
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of Region 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations
4. Attendance on a regular basis consistent with the Region 9 attendance policy is required. Attendance at mandatory Region 9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory Region 9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner is required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy and confidentiality of student and personnel records and information is required.
10. Understanding and compliance with the Region 9 employee policy manual, technology policy, and tracking system are required.
11. Facilitates intra-agency communication and coordinates with all directors and coordinators to ensure the free flow of information that will enhance all programs of Region 9.
12. Travels from site to site as required for completion of job duties.
13. Supports and contributes to overall Region 9 mission, vision, values and goals as an appointed member of the agency leadership team.
14. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Human Resources Manager 03.03.2023

REC9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

Human Resources Position

1. Responsible for administration of benefits and coordination with payroll, oversees adherence with Region 9 employee policy manual and Region 9 Coordinating Council Policy. Responsible for the functions of the Human Resources Position.
2. Directs, advises and manages personnel to include: recruitment, retention, hiring, orientation, counseling, assignment, discipline, training, education, evaluation of competency and termination according to current policy. Develops and implements performance standards while fostering a positive attitude toward organizational objectives.
3. Maintains HR files both paper and electronic according to established standards, ensuring file integrity. Conducts quality assurance on employee files to ensure accuracy and compliance.
4. Ensures compliance with Region 9 established policies, state licensure and other regulatory standards; safety, environmental and legal requirements; participate in performance improvement.
5. Develops procedures, work flows, goals and objectives; implements Region 9 policies, procedures and workflows; ensures accountability and customer satisfaction. Communicates pertinent information with employees
6. Familiarity with HR policies for each department. Provides advice, administers, directs, educates managers and employees in the interpretation and application of HR policies, benefits, compensation, workers comp and payroll. Makes salary calculations in collaboration with Executive Director and Program Directors based on Region 9 salary schedules. Advises and coordinates in matters involving personnel actions.
7. Investigates problems, evaluates findings, advises participants, problem solves and takes and/or recommends actions regarding employee relations/work issues.
8. Coordinates employee health contact with employee and manager regarding work comp, personal illness/injury issues, and FMLA issues.
9. Maintains professional growth and development through seminars, workshops, current literature and professional affiliations to keep abreast of latest trends.
10. Informs job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
11. Responsible for planning, conducting, and evaluating in-service training programs on human resource related topics for staff as requested by supervisor
12. Must work in partnership with the State of New Mexico Risk Management Division and ERISA to maintain employee benefits, property and liability coverage for Region 9.
13. Provide support for the full implementation of Region 9 time study for employees. Ensures that personnel files are accurate, current, and compliant with regulatory requirements.
14. Must maintain and insure the personnel policies meet federal, state and local regulations.
15. Is responsible for all posting of job vacancies and interview processes.
16. Oversees Region 9's Managers in their department.
17. Oversees the Human Resources department.
18. Focuses on long-term planning for Region 9.
19. Formulate business strategies at a high level with members of the Region 9 Leadership Team.

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Competencies and skills:

SKILL-Ability to effectively interact with employees to understand their needs and explain data
SKILL-Google Docs for Education, Microsoft Office, Use of Microsoft Windows, Macintosh OS, Chrome OS, and use of mobile electronic devices.
SKILL-Establishing and Maintaining Interpersonal Relationships. Developing constructive and cooperative working relationships, demonstrating ability to communicate effectively in person and via telephone with Region 9 staff members, employer groups, Educational Administrators, using strong dialogue and customer service competencies.
SKILL-Communicating with Supervisors, Peers, or Subordinates. Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

QUALIFICATIONS

Bachelor degree or above required from an accredited college or university; emphasis in business preferred. Two years successful work experience in public schools/institutions of higher education. Must demonstrate strong written verbal, and interpersonal skills. Computer skills adequate for word processing, preparing and utilizing databases and the production of spreadsheets. Have willingness to carry out assigned tasks and performance responsibility. Other qualifications determined necessary by the Coordinating Council and Executive Director.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

- Ability to work under minimal supervision. Must exercise initiative and judgment in performing the job.
- Ability to understand oral and written instructions. Exhibit writing ability used for accounting practices, communication, reports, budgets, and personnel records. Verbal communications to describe, explain, detail, and give instructions. Motor ability to coordinate eyes, hands, fingers, in the operation of office equipment. Visual ability to see and read reports, documents, and records. Region 9 Education Cooperative Office Manager-revised.

Working Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for Human Resources Manager.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ **Date** _____

Employee Signature _____