

**LOUISIANA SCHOOLS FOR THE DEAF/VISUALLY IMPAIRED
POST OFFICE BOX 3074 - 2888 BRIGHTSIDE DRIVE
BATON ROUGE, LOUISIANA 70821**

**JOB VACANCY
POSTED: 06/21/2010**

JOB TITLE HUMAN RESOURCES DIRECTOR B	AGENCY LSDVI
CITY: Baton Rouge	PARISH East Baton Rouge
AGENCY TRACKING #: LSDVI2010-33	MINIMUM HOURLY: \$21.37 - \$44.96 Hourly
TYPE OF VACANCY: Regular Classified –	DEADLINE: 07/05/2010

HOW TO APPLY:

Preference may be given to applicants with American Sign Language and/or Braille skills. Applications for this position will be accepted online by clicking the "apply link" located on the Civil Service web site under Job Seekers at www.civilservice.la.gov. For more information you can contact the Human Resource Department of the LA Schools for the Deaf & Visually Impaired located at:
2888 Brightside Lane
Baton Rouge, LA 70821
email address for this position is:
sross@lalsd.org and please reference the job title in the subject box of the email.

MINIMUM QUALIFICATION REQUIREMENTS:

A baccalaureate degree plus five years of professional level personnel experience, including one year at the advanced level.

SUBSTITUTIONS:

a. Eight years full-time work experience in any field may be substituted for the degree only.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree, as follows:

A maximum of 90 semester hours can be combined with experience to substitute for the baccalaureate degree.

15 to 29 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

30 to 44 semester hours credit will substitute for two years experience towards the baccalaureate degree.

45 to 59 semester hours credit will substitute for three years experience towards the baccalaureate degree.

60 to 74 semester hours credit will substitute for four years experience towards the baccalaureate degree.

75 to 89 semester hours credit will substitute for five years experience towards the baccalaureate degree.

90 or more semester hours credit will substitute for six years experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree can be substituted for a maximum of six years full-time work experience. Candidates with 90 or more semester hours of credit, but without a degree must also have at least two years full-time work experience to substitute for the baccalaureate degree only. b. A Masters in Business Administration, Public Administration, Human Resources/Personnel, Industrial/Organizational Psychology, or Organizational Behavior may be substituted for one year of the required general experience. (The college transcript must indicate the major as business administration, public administration, human resources/personnel, etc. Masters degrees in fields such as marketing, economics, etc. are not acceptable.)

A Ph.D. in Business Administration, Public Administration, Human Resources/Personnel, Industrial/Organizational Psychology, or Organizational Behavior may be substituted for two years of the required general experience.

Graduate training may be substituted for a maximum of two years of the required general experience.

c. Certification by the Society for Human Resource Management (SHRM) as a Professional in Human Resources (PHR) or as a Senior Professional in Human Resources (SPHR) may be substituted for a maximum of one year of professional human resources experience at the entry, experienced or advanced level.

d. Possession of a Juris Doctorate may be substituted for one year of the professional level general experience.

NOTE:

In order to receive credit, your certification must be current (i.e., issued within the last three years). If you have been certified and your certification expires, you must apply for and be re-certified before you can get credit again. Information regarding certification may be obtained from the Human Resource Certification Institute, 606 North Washington Street, Alexandria, Virginia 22314. Phone: 703-548-3440 or FAX: 703-836-0367.

NOTE:

Human resources experience is that experience gained in an office whose sole responsibility is the administration of a comprehensive personnel program including many if not all of the following programs: recruitment, selection and placement; training; equal employment opportunity; disciplinary and grievance proceedings; classification and wage; payroll; and employee relations OR experience gained in an office whose sole responsibility is the administration of one aspect of a comprehensive personnel program, such as training, payroll, or equal employment opportunity.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Association of Colleges and Secondary Schools; the New England Association of Schools and Colleges, Incorporated; the North Central Association of Colleges and Secondary Schools; the Northwest Association of Secondary and Higher Schools; the Southern Association of Colleges and Secondary Schools; the Western Association of Schools and Colleges.

NECESSARY SPECIAL REQUIREMENTS:

POTENTIAL EMPLOYEES MUST PASS DRUG SCREENING AND CRIMINAL BACKGROUND CHECK.

GENERAL INFORMATION

The Immigration Reform and Control Act of 1986 requires all employees hired after November 6, 1986, to provide proof of identity (i.e. driver's license) and eligibility to work in the United States (i.e. original social security card or birth certificate). In compliance with the Child Protection Act of 1987, all employees hired after September 30, 1987, must clear a criminal history check. In compliance with Executive Order 98-38 and R.S. 49:1001 et seq., prospective employees must clear a drug screen test to be considered for employment.

The Louisiana School for the Deaf/Visually Impaired does not discriminate on the basis of age, sex, race, handicap, religion, veteran's status, or national origin in its employment practices and access to its programs.

Duties & Responsibilities:

Position Description can be viewed on our website. Examples of duties are as follows:

Directs all facets of a comprehensive human resources management program.

Reviews program operations and determines need for new or revised policies or procedures. Establishes and directs the implementation of policies.

Directs all classification and evaluation activities for the agency.

Reviews salary levels and factor level assignments proposed by management or lower level staff, ensuring consistency within existing organizational patterns.

Represents the agency at meetings relative to organization of new units and reorganization of existing units. Proposes alternative organizational plans based on knowledge of Civil Service rules and policies. Advises agency management of the advantages and disadvantages of alternatives and recommends a course of action. Acts as liaison between agency management and Civil Service representatives in implementing reorganization plans.

Determines impact of special pay issues as they relate to agency fiscal concerns and internal pay equity. Recommends resolution of complex pay problems to agency management.

Establishes a uniform policy for the agency to ensure that disciplinary actions are implemented in a fair and consistent manner.

Reviews and approves disciplinary actions recommended by supervisors or lower level human resource professionals. Consults with agency legal counsel to address issues that may involve complicated legal ramifications.

Directs the investigation of complaints filed within the agency and charges filed through federal agencies. Consults with legal staff. Review results and recommends a course of action to agency management.

Directs the preparation of budget requests for the Human Resources Management Office.

Prepares the agency's position relative to highly complex benefits issues. Represents the agency and provides testimony at administrative hearings regarding controversial unemployment and worker's compensation matters.

Directs the agency recruiting, selection, and placement program. Recommends changes to minimum qualification requirements in an effort to continue to attract and retain a qualified workforce.

Directs the development, maintenance, and monitoring of a performance evaluation system based on established criteria. Works with agency management to ensure that expectations are defined in such a way as to enhance the efficiency and effectiveness of agency operations and are clearly communicated to the employee.

Develops and administers layoff/layoff avoidance plans. Represents the agency in meetings with Civil Service staff to discuss layoff or layoff avoidance activities. Explains layoff/layoff avoidance activities to agency employees, supervisors and managers. May appear as agency representative before Civil Service Commission members regarding proposed plan.