

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR – HUMAN RESOURCES OPERATIONS HUMAN RESOURCES DIVISION

GENERAL STATEMENT OF JOB

Under limited supervision, provides leadership and performs highly responsible personnel administration work to carry out school system policies and procedures relating to staffing, salary administration, technology within the HR department, allotment planning, and site-based budget coordination. Work involves providing oversight for these functions and ensuring that various HR reports and data requests (i.e. GCS Personnel Action, Department of Labor Compensation Survey, and SS 200-300/EE0-5) are completed as mandated by the BOE, the Superintendent, and/or state and federal agencies. Work further involves providing operational, administrative, and technical support and leadership in overseeing the employment of licensed and non-licensed personnel for all schools and administrative departments. Position supervises and provides guidance and direction for a staff consisting of Director of Staffing Operations, Program Administrator – Compensation, Programmer Analyst, and an office support personnel engaged in the daily operational duties of the department. Work requires the use of school system computer and all related software applications; and other common office machines and equipment. Reports to the Chief Human Resources Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides leadership and guidance for Staffing Operations.

Manages and directs the daily monitoring of the department PS-32 system process for the timely processing of requests to create, reallocate, or abolish new or existing budget positions and/or position classification changes.

Manages and directs the review and update of the compensation and job classification program for the district.

Coordinates with the Finance Department the allotment and site based budgeting process for timely and accurate implementation of approved budgetary policies and directives; responds to requests for information and/or assistance from the BOE, the Superintendent, site base administrators, and other school system personnel.

Manages and directs the department process used to establish salary assignment for licensed employees (i.e. those requiring Educator's license from North Carolina Department of Public Instruction and Paid on State Teachers and Student Services Personnel Salary Schedules plus local supplement).

Manages and directs the department process used to establish salary assignments for classified employees (i.e. those paid of the Guilford County Schools "Master Salary Schedule").

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Manages and directs the department process used to establish salary assignment for Substitutes and those employed through Extended Employment Contracts.

Manages and directs the department process used to establish salary assignment for Bus Drivers.

Manages and directs the department HRMS/Technology maintenance and revisions as it pertain to updates, help, and/or training in EEA, PS-32, Principal View and Application Screening, Staffing Letters, Refreshable worksheets, and Principal/HR Portal systems.

Assists with personnel issues such as resolving employee conflicts and grievances.

Investigates, analyzes and formulates methods for handling special projects; oversees projects to completion and evaluates final results; prepares and reviews various reports and performs special projects; serves as liaison with outside agencies on special work programs and special projects; advises and directs staff on variety of non-routine matters.

Directly supervises staff consisting of director, program administrator, programming analyst, and office support; conducts performance evaluation in conjunction with defined policies and procedures; assigns work on a regular basis to subordinate personnel; conducts other personnel administration duties including hiring and firing, disciplining, assigning special duties, monitoring attendance and granting leave.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in education or public administration, and 6 to 9 years of progressively responsible experience in education administration or personnel management; or any equivalent combination of training and experience which provides the required skills, knowledge and experience and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English and government terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of State and local policies and procedures regarding human resources activities.

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Considerable knowledge of current job classification and compensation practices and procedures.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules and regulations.

Considerable knowledge of the principles of supervision, organization and administration.

Skill in scheduling and coordinating large programs.

Ability to develop or interpret personnel policies and procedures.

Ability to review and evaluate job applicants.

Ability to maintain complete and accurate records and to develop meaningful reports from them.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to communicate effectively both orally and in writing.

Ability to exercise initiative and independent judgment in applying standards to a variety of work situations.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.