

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR- HUMAN RESOURCES HUMAN RESOURCES DIVISION

GENERAL STATEMENT OF JOB

Under limited supervision, performs responsible personnel administration work in assisting the Chief Human Resources Officer in carrying out GCS policies and procedures relating to a wide variety of human resources programs and activities. Work involves assisting in developing and/or coordinating programs and policies in such personnel components as recruitment, staffing, operation services, employee relations, employee benefits, insurance, and employee health services. Employee is also responsible for assuming the duties of the Chief Human Resources Officer in his/her absence; interpreting existing personnel ordinances, policies and procedures; addressing employee complaints or concerns; assisting elected officials in personnel matters; and acting as liaison to outside organizations and agencies involved in school personnel matters. Employee must exercise initiative and independent judgment in ensuring proper administration of personnel programs. Employee must also exercise tact and courtesy in frequent contact with employees, elected officials and representatives of outside agencies and organizations. Reports to the Chief Human Resources Officer. Position is equivalent to an Assistant Superintendent post.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists the Chief Human Resources Officer in planning, developing, coordinating and evaluating the operations of the Personnel Department; assumes duties of the Chief Human Resources Officer in his/her absence.

Provides advice, support and assistance by interpreting policies and procedures and by counseling directors, officers, employees and other government agencies on employment, record keeping, retirement, grievance and other personnel matters and procedures.

Plans, directs, supervises, assigns and evaluates the school's recruitment activities, such as applicant interviewing, administration and scoring of examinations, determination of applicant qualifications, establishment and maintenance of registers of eligible, certification and referral of applicants, background investigations and reference checks.

Assists Chief Human Resources Officer in establishing goals and objectives for the Department; attends meetings as required representing the Department in personnel matters. Investigates, analyzes and formulates methods for handling special projects; oversees projects to

EXECUTIVE DIRECTOR – PERSONNEL

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 Personnel staff on a variety of non-routine matters.

Investigate, analyze and make decisions regarding personnel problems and/or issues.

Administers Equal Employment Opportunity/Affirmative Action programs; develops effective minority/female/handicapped recruiting programs.

Administers the school system's compensation and performance evaluation programs, including job descriptions, salary surveys and position re-classifications.

Determines the HR training needs throughout the school system; develops and plans training programs to meet the established needs; coordinates the implementation of both on going and special interest training programs.

Serves as an internal consultant to superintendents, executive directors, directors and managers on organizational development, including philosophy and goals, service standards, job performance and productivity standards and special program development and implementation.

Coordinates the development of small, problem-solving groups within individual offices and serves as a facilitator for these groups in achieving organizational goals; facilitates the identification and resolution of organizational problems for management.

Facilitates the development of systems, policies and procedures to streamline operational functions and minimize duplication of efforts and redundancies within school offices; enhances the effectiveness of managers and supervisors by assisting in the design of programs that are consistent with city goals and objectives.

Develops methods for interaction between employees and managers concerning job responsibilities in order to enhance job satisfaction, solve job-related problems and improve organizational effectiveness; assists in creating a work environment that emphasizes a commitment to service as a means to achieving personal satisfaction.

Supervises and conducts personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

EXECUTIVE DIRECTOR – PERSONNEL

MINIMUM TRAINING AND EXPERIENCE

Master's degree in education administration, public or business administration, and 3 to 5 years of progressively responsible experience in public personnel administration and management, including three years of public sector human resources work and four years in a supervisory capacity; 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 machinery and equipment including computers, typewriters, copiers, facsimile machines, etc. Must be able to exert a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, ordinances, forms, charts, etc. Requires the ability to prepare correspondence, reports, budgets, personnel records, requests for proposals, forms, studies, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

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 a variety of technical or professional languages including insurance, personnel and governmental

EXECUTIVE DIRECTOR – PERSONNEL

terminology.

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

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

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

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

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

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under 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 the principles, procedures and practices of public personnel administration.

Thorough knowledge of federal, state and local laws, rules and regulations governing personnel administration.

Thorough knowledge of the policies, procedures, methods, and practices of filing insurance and worker's compensation claims.

Thorough knowledge of the School System's organization and operational policies and procedures.

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

Considerable knowledge of personnel and management principles, practices and techniques as they relate to the administration of manpower resources and planning, position management, staff

EXECUTIVE DIRECTOR – PERSONNEL

development and training, policy development and administration, employee relations, and related personnel and management functions and services.

Considerable knowledge of the current literature, trends, and developments in the field of personnel administration.

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

General knowledge of administrative, managerial and supervisory practices and techniques involved in directing personnel management programs and services.

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

Ability to provide leadership and to supervise the planning, development and establishment of new, modified and/or improved personnel programs, services and activities.

Ability to organize and supervise effective personnel management programs and services and to promote personnel management practices as a part of the total management process.

Ability to effectively express ideas orally and in writing

Ability to make oral presentations before large groups of people

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.