

Executive Director of Human Resources
New Hanover County Schools

Job Description

Class: Administrative
Division: Human Resources

TITLE: Executive Director

QUALIFICATIONS:

1. Bachelor's degree in Business Administration, Human Resources, School Administration or related field. Master's degree in Administration or Human Resources certifications preferred. N.C. Administrator's Certificate, Compensation and Classification Certification, or equivalent combination of education and experience.
2. Seven or more years' experience in human resources, school or personnel administration or compensation.
3. Public School or State Agency experience preferred.
4. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Assistant Superintendent of Human Resources

JOB GOAL: To assist the assistant superintendent with all human resources services, with a focus on directing human resources operations and compensation systems.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.
2. Administer, analyze and evaluate the school system's compensation, benefits, job classification, job descriptions and salary schedules, including managing supplemental and bonus pay structures for employees.
3. Implement system policies and procedures relating to salary administration, allotment planning, position reclassification, and site-based budget coordination.
4. Manage the technical and daily operation of the district's position control system as it operates in conjunction with personnel, budget and payroll systems.
5. Oversee the experience credit program, work history, calculation of salaries, pay adjustments and retroactive payments for all employees throughout the employee life-cycle.
6. Provide leadership, evaluation, recommendations and assistance in planning, developing, coordinating and evaluating the activities and operations of the Human Resources Division to support employees and students.

7. Oversee the employee recruitment, selection, and onboarding processes to ensure appropriate staffing with highly qualified and diverse candidates.
8. Monitor recruitment and retention plans for optimal results.
9. Maintain online and technological systems to support district needs, including human resources management systems, applicant tracking systems and other software systems designed to promote high quality services and efficiency and comply with School Business Systems Modernization.
10. Perform complex analytical and technical calculations involving personnel and compensation to be used for projection, evaluation and recommendation purposes and to align with district goals.
11. Provide advice, support and assistance by creating, interpreting, implementing and enforcing district personnel policies and procedures.
12. Oversee the preparation and review of various reports, including grant applications and Memorandums of Understanding, for compliance.
13. Investigate, analyze and make decisions in collaboration with the Employee Relations Investigator regarding personnel matters.
14. Supervise and conduct personnel administration duties for direct report subordinates.
15. Perform other duties and responsibilities as requested by the Assistant Superintendent of Human Resources.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: SA VI

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate knowledge of the principles, procedures and practices of public personnel administration, including knowledge of federal, state and local laws, rules and regulations governing personnel administration.
- Ability to apply personnel and management principles, practices and techniques as they relate to the administration of manpower resources and planning, position management, staff development and training, policy development and administration, employee relations, and related personnel and management functions and services.

- Advanced knowledge of the principles, methods, strategies and techniques of compensation administration including quantitative and qualitative research methods.
- Proficiency and ability to interpret Fair Labor Standards and Compensation.
- Proficiency with Microsoft Office Professional software programs and Google Suite to be able to effectively produce and manage databases, develop charts, table and graphs.
- Advanced knowledge of Excel and financial reporting tools within Excel.
- Functional knowledge of technology functions and applications, basic programming and data analysis.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved personnel programs, services and activities.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.