

SCHOOL DISTRICT OF WAKULLA COUNTY

CHIEF HUMAN CAPITAL OFFICER

JOB DESCRIPTION

QUALIFICATIONS:

1. Master's degree with emphasis in educational administration, supervision, or personnel management preferred or Law degree with supervisory experience acceptable.
2. Five years' experience of progressively responsible work experience in human resources, contract management and labor relations preferred.
3. Demonstrated knowledge of labor law, public employee bargaining, and school personnel law in Florida.
4. Demonstrated knowledge of collaborative bargaining.
5. Demonstrated knowledge of state and federal labor laws and regulations required.
6. Demonstrated evidence of strong organizational and management skills.
7. Solid analytical, communication, influencing and negotiating skills.
8. Demonstrated ability to work with diverse groups of people.
9. Experience with industry-standard computer applications.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, rules, regulations and codes governing the management of Florida public school human resources, food service, safety, risk management and information technology. Ability to communicate orally and in writing. Ability to plan and present information to the public. Advanced skills in problem-solving, human interaction and handling of sensitive personnel issues. Ability to work independently and make competent decisions on matter related to areas of responsibility. Ability to balance several job functions at one time and work under a heavy workload. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement. Ability to represent the District at state or regional functions. Ability to facilitate various size groups using facilitative leadership skills. Ability to provide positive leadership and supervision to subordinates. Ability to handle highly sensitive personnel matters in a timely and professional manner. Knowledge of computer hardware and software used to accomplish administrative and education goals.

REPORTS TO:

Superintendent

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JOB GOAL

The Chief Human Capital Officer shall provide, under the direction of the Superintendent, the overall leadership and direction to the Human Resources, Safety, Risk Management, Information Technology and Food Service departments to maximize the strategic use of resources.

The Chief Human Capital Officer will be responsible for ensuring and delivering an uncompromising, progressive system for student focused services and solutions which lead the Wakulla County School District and its employees to achieving identified and mutually agreed upon goals and objectives.

The Chief Human Capital Officer provides support and works with a sense of uncompromising cooperation with members of the Superintendent's staff to ensure a unified effort in the achievement of goals and objectives.

SUPERVISES: Human Resources, Safety, Risk Management, Information Technology, and Food Service Departments and Staff.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Develops goals, objectives and policies for Human Resources, Safety, Risk Management, Information Technology and Food Service which facilitate and support improved learning and achievement for all students enrolled in the School District of Wakulla County.
2. Evaluates department directors and other department administrators, as measured by the utilization of continuous improvement such as quality, to accomplish the District's strategic goals, departmental goals and student achievement.
3. Ensures the development of procedures and processes related to compliance with local, state and federal laws, regulations and policies relative to Human Resources, Safety, Risk Management, Information Technology and Food Service.
4. Regularly evaluates program effectiveness utilizing stakeholder feedback to improve service delivery.
5. Monitors departmental budgets and ensures alignment with the District's Strategic Plan.
6. Monitors and implements legislative actions/changes, as appropriate.
7. Develops goals, objectives and policies for Human Resources management which facilitate improved learning and achievement for all students enrolled in the School District of Wakulla County.
8. Oversees personnel to recruit, identify, employ and assign competent, certified, administrative and classified personnel.
9. Provides a system for new employees to acquire appropriate information, support, and training necessary for success on the job.
10. Maintains procedures to facilitate the reassignment or transfer of employees to maintain appropriate staff balance within the District.
11. Organizes the selection process to include reference checks, interview procedures, and performance activities.
12. Ensures the maintenance of accurate and updated information on personnel to achieve: proper reporting to local, state and national agencies on employee licensing, training and experience; racial balance, sound financial budgeting and planning; and projection for long-range planning needs.
13. Advertises in local and national publications, as appropriate, opportunities for employment to encourage exceptionally qualified personnel to apply for openings in the District.
14. Plans and coordinates the evaluation programs for District personnel.

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15. Coordinates the use of computerized personnel functions to provide efficient operation of the Human Resources, Information Technology, Risk Management, Safety and Food Service Departments.
16. Serves as Chief Negotiator with certified employee bargaining representatives.
17. Coordinates all aspects of contract administration during the terms of the agreements with employee organizations and interprets the negotiated agreements to members of the staff as appropriate.
18. Interprets to District leadership and representatives of employee organizations those policies, regulations and procedures related to collective bargaining.
19. Develops proposals and counterproposals for negotiations and provides leadership for members of management serving on the bargaining team.
20. Develops and implements procedures to keep the School Board informed of the status of negotiations and secures School Board input for negotiations proposals.
21. Formulates, develops and implements procedures to comply with regulations and policies adopted by the School Board that are related to collective bargaining, and periodically reviews School Board policies and administrative processes and advises the Superintendent on matters that need attention.
22. Administers the employee grievance procedure adopted by the School Board.
23. Prepares and coordinates, with legal staff, hearings related to labor relations, i.e., arbitration, impasse.
24. Represents the Superintendent in grievance procedures; in services and guides District grievance administrators through the grievance procedure.
25. Develops and implements training as needed for the leadership and collective bargaining teams.
26. Maintains thorough and current knowledge of local, state and federal laws, regulations, proposed legislation and labor relations case law concerned with collective bargaining and labor regulations.
27. Maintains regular liaison with Department of Education officials and other state agencies concerned with labor relations, including the Florida School Board Association, Florida Association of School Administrators, Florida Education Negotiators, Florida Association of School Personnel Administrators and Florida Association of District School Superintendents, Florida Educational Risk Managers and Florida School Labor Relations Service.
28. Assists in the handling of employee complaints, investigations and predetermination conferences.
29. Oversees the job analysis process to ensure alignment of job function and job description.
30. Collaborates and assists other departments (i.e. Finance, Payroll) in the development of salary schedules, compensation and benefit plans.

OTHER RESPONSIBILITIES:

Performs such other tasks and assumes such other responsibilities as may be required by the Superintendent.

PHYSICAL REQUIREMENTS:

Position requires light work exerting up to twenty (20) pounds of force occasionally and/or up to ten (10) pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Twelve month year.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on assessment of administrative personnel.

SALARY ITEM NUMBER: #31 – Level I

Adopted: