

Director - HC Systems & Strategy

Responsible for the development, implementation, monitoring, and evaluation of strategies to build world-class human capital systems in Baltimore City Public Schools. Analyzes data to evaluate human capital performance and identifies opportunities for workforce and organizational improvement. Provides consultation in human capital strategy alignment and integration with City Schools' goals and objectives.

Essential Functions

- Utilizes resources appropriately to complete work in the most efficient manner; proactively communicates the status of work; participates and contributes fully as a team member; and exercises sound judgment and decision-making skills to resolve sensitive matters.
- Maintains confidential and sensitive information.
- Performs and promotes all activities in compliance with equal employment and non-discrimination policies; follows federal laws, state laws, school board policies, administrative regulations, and professional standards.

Planning

- Identifies and prioritizes human capital issues/risks for projects and programs associated with new initiatives district priorities.
- Directs the analysis and data systems implementation of Human Capital initiatives related to Kirwan Commission and Labor Agreements related to evaluation and effectiveness.
- Directs the development, analysis, and implementation of Human Capital strategic plan with key City Schools' internal stakeholders in the areas of talent acquisition and workforce planning, talent development and performance management, and change management.
- Formulates operational plan, measurable objectives, and appropriate time frame for identified human capital strategies.
- Develops project plans, work breakdown structures and schedules required to successfully complete projects on time and within budget constraints.
- Realigns the human capital functions (people, process, organization, and technology) to better support organizational goals.

Systems Development

- Serves as Human Capital functional lead for system development, implementation, and stability/maintenance to include activities such as:
- Ensuring that decision criteria and due diligence is applied to proposed solutions and/or project modifications.
- Partnering with functional leads, technical leads, and subject matter experts to identify, evaluate, and resolve project gaps and critical issues.

- Consulting with external partners to ensure ROI, manage internal and external expectations, and resolve potential conflict.
- Leading and/or attending key internal meetings and workgroups to include discovery, sprints, cross-functional sprints, planning, systems integration testing, and user acceptance testing.
- Partners with functional leads and subject matter experts to identify, evaluate, and resolve system gaps and critical issues.
- Participates in planning and/or facilitation of change management activities focused on supporting end-users.

Project Management

- Develops and executes plans by assigning accountability to appropriate staff, monitoring progress, making appropriate adjustments, and finding solutions to obstacles.
- Develops and evaluates measurements and metrics to gauge effectiveness of the project activities.
- Ensures that decision criteria and due diligence is applied to proposed solutions and/or project modifications.
- Ensures the department has the necessary resources to engage in and complete project activities (people, processes, equipment, etc.).
- Ensures alignment across project calendar and City Schools' calendar of activities.
- In conjunction with Change Management, develops an engagement plan for end-users across all phases of the project.
- Directs development and administration of accountability methodologies to assess the effectiveness of HC strategy and determine its impact on City Schools' goals and programs.
- Designs strategies, plans, and initiatives that address risks and align efforts to City Schools business and human capital goals.
- Coordinates implementation of new policies, monitors existing policies, and communicates policy information to appropriate entities.
- Oversees workforce assessment, workload analysis, and change management projects.

Leadership

- Guides HC staff in managing the movement of resources through systems as a result of significant organizational events - e.g., principal selection process, network selection process, teacher selection.
- Provides advice and counsel to executives and managers on human capital systems initiatives.
- Utilizes data to inform practice, policies, and recommendations to the Chief Human Capital Officer to improve human capital development and effectiveness.
- Maintains knowledge of trends in education through attendance at seminars and workshops.

- Provides appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff. Such responsibilities include the development and implementation of professional growth plans to include keeping abreast of current developments, literature, and technical sources of information.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.

Maximum Salary\$202832.00

Minimum Salary\$118909.00

Desired Qualifications

- Bachelor's degree required from an accredited institute of higher education or combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position.
- At least ten years of relevant full-time professional experience with at least 3-5 years of people management experience.
- Skill in research, presenting, and explaining policies and procedures, assembling data, preparing complex reports, and formulating and presenting recommendations.
- Proficient skill in the use of technical computer applications, including electronic databases, case management systems, and Microsoft Office, including Excel and Power Point.
- Experience with ERP systems such as Oracle, Workday, SAP, etc.
- Ability to:
 - work collaboratively.
 - exercise independent judgment.
 - interact with diverse constituencies and convey complicated information with tact and diplomacy.
 - develop and maintain strong working relationships with school system employees and managers at all levels, as well as government agencies and community stakeholders.
 - multi-task, prioritize changing assignments, and organize busy workload, meet deadlines, and work well under pressure, while exercising excellent attention to detail.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.

- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: <http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

This position is not affiliated a bargaining union.

This position is affiliated with the City Retirement System.

In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$118,909 - \$166,022)