

## **Manager - HC Strategy**

Responsible for the development, implementation, monitoring, and evaluation of strategies to build world-class human capital in Baltimore City Public Schools. Serves as project manager to drive activities related to human capital strategy and implementation of strategic plan, data analysis and enhancement of the human capital information system. Develops methodologies and analyzes data to evaluate human capital performance and identifies opportunities for workforce and organizational improvement, with a focus on equity, and dedication to improving outcomes for our students. Provides consultation in human capital strategy alignment and integration with City Schools' goals and objectives, while serving as a key thought-partner with fellow leaders in the department and district office.

### **Essential Functions**

#### **Planning**

- Directs the development, communication and implementation of the 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.
- Directs the implementation of Human Capital initiatives related to the City Schools Blueprint for Success and Labor Agreements.
- Formulates operational plan, measurable objectives and appropriate timeframe for identified human capital strategies. Develops project plans, work breakdown structures and schedules required to successfully complete projects on time and within budget constraints.
- Develops talent acquisition and development plans that optimize resources through competency model design, workforce planning, succession planning, leadership assessment and accountability.
- Designs strategies, plans, and initiatives that address risks and align efforts to City Schools business and human capital goals.
- Develop scalable knowledge management processes and collaborative work flow between departments and project teams.

#### **Process**

- Leads cross-functional approaches to realigning human capital functions (people, process, organization and technology) to better support organizational goals.
- Directs development and administration of accountability methodologies to assess the effectiveness of HC strategy and determine its impact on City Schools' goals and programs.
- Coordinates implementation of new policies, monitors existing policies, and communicates policy information to appropriate entities.

- Guides HC staff in managing the movement of resources as a result of significant organizational events - e.g., principal selection process, network selection process, teacher selection.

## **Data Analysis**

- o Develops and oversees data analysis for the Office of Human Capital to support data driven decision-making.
- o Oversees workforce assessment, workload analysis, and change management projects.
- o Manages assigned teams to analyze data, implement effectiveness strategies across the district and deliver training when needed.
- o Utilizes data to inform practice, policies, and recommendations to the Chief Human Capital Officer and leadership team, to improve human capital development and effectiveness.

## **People Management**

- Provides advice and guidance to executives and managers on system-wide human capital development.
- Provides appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff. Such responsibility includes the development and implementation of professional growth plans to include keeping abreast of current developments, literature, and technical sources of information.
- 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.

**Maximum Salary**\$159086.00

**Minimum Salary**\$93623.00

## **Desired Qualifications**

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree from an accredited institute of higher education or equivalent relevant professional experience and commitment to completing a bachelor's degree within two years required.
- At least eight years of relevant full-time professional experience.
- Ability to interact with diverse constituencies and convey complicated information with tact and diplomacy.

- Proficient skill in the use of technical computer applications, including electronic databases, case management systems, and Microsoft Office, including Excel and Power Point.
- Ability to exercise independent judgment.
- Skill in research, presenting, and explaining policies and procedures, assembling data, preparing complex reports, and formulating and presenting recommendations.
- Ability to work collaboratively.
- Ability to develop and maintain strong working relationships with school system employees and managers at all levels, as well as government agencies and community stakeholders.
- Ability to multi-task, prioritize changing assignments, and organize busy workload, meet deadlines, and work well under pressure, while exercising excellent attention to detail.

## **DESIRED QUALIFICATIONS**

- Four years of progressive supervisory and/or project management experience in an urban school district, data analytics team, policy administration or human resources.
- Knowledge of current issues regarding human capital challenges, strategies and policies, and items related to education reform in large urban school systems.
- Strong interpersonal and team-building skills, solutions-oriented approach and flexibility are a must.
- Excellent verbal and written communication skills, including the ability to synthesize complex data trends, communicate and draw recommendations from data analysis, make presentations to diverse groups, and summarize findings in reports.
- Knowledge of and comfort implementing advanced statistical concepts, sound research practices and ability to analyze and develop complex data methodologies.
- Strong project management skills and ability to collaborate across teams.
- Proficient in the knowledge and use of technical computer applications including Microsoft Word, Excel, Outlook and statistical software (Power BI, Tableau, SPSS, R, SAS, Stata) or comparable software.

## **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 with a bargaining union.**

**This position is affiliated with the City Retirement Plan.**

**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 (\$93,623 - \$119,126).**