

# BALTIMORE CITY PUBLIC SCHOOLS iRecruitment


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## Description

### BALTIMORE CITY PUBLIC SCHOOLS

**Job Title Chief Human Capital Officer**
**Location**
**Organization Name Human Capital**
**Department Description**

**Related positions are contingent on board approval.**

#### Job Summary

Originates and leads the human capital (HC) practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. Provides leadership and expertise for the full scope of HC functions including all aspects of talent attraction and management, professional relations, certification, employee involvement, orientation, employee and labor relations, compensation, employee benefits, training, and organizational change and development.

#### Essential Functions

- Leads talent management strategy for City Schools.
- Works closely with departments as a strategic business partner, ensuring managers understand and implement policies and procedures which result in positive student achievement.
- Develops HC planning strategies with managers, which consider immediate and long-term staff requirements in terms of numbers and talent required.
- Oversees the identification, attraction, development and performance of talent.
- Acts as a catalyst for change throughout the organization.
- Formulates and proposes human resources policies and procedures.
- Creates a team that respects and values diversity throughout the organization.
- Monitors legal and regulatory compliance requirements of

- OSHA, EEO, ERISA, COBRA, FMLA, FLSA and other existing or proposed employee benefit and compensation legislation.
- Functions as primary contact with outside governmental agencies with respect to human resources compliance.
- Oversees wage and salary structures that effectively respond to the competitive labor market.
- Works collaboratively to establish and maintain competitive, cost effective benefit programs and services.
- Keeps abreast of current trends and developments relating to human capital best practices in support of an effective and efficient human capital organization.
- Defines direction for the Office of HC and leads assigned staff in developing strategic long-term goals for the department focused on providing quality customer service.
- Creates and manages budget for the Office of HC. Develops and monitors time and expense project budgets.
- Provides appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff. Such responsibilities include staff performance reviews and the development and implementation of professional growth plans to include keeping abreast of current developments, literature, and technical sources of information.
- Leads staff in the development, implementation, and documentation of improvement plans, policies and procedures to ensure positive outcomes for student achievement.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board's policies, and the professional standards.
- - **Accountabilities**
  - Ensures employee satisfaction.
  - Provides professional and courteous service to all City Schools' customers to include employees, senior management, parents, students, the Board of Education, community organizations, and public officials.
  - Ensures positive student outcomes through strategic design of policies and procedures.
  - Supervises, mentors, and provides professional growth and development opportunities to assigned staff.
  - Meets established goals and objectives for assigned projects within designated timeframes and budget constraints.

#### Qualifications

- Bachelor's degree in human resources, education or a related field; Master's degree preferred. Degree must be from an accredited college or institution.
- Five years of supervisory/administrative/leadership experience preferred; senior human resources experience at the executive level in a school district or other large organization preferred.
- Certification as a Professional in Human Resources (PHR) or Senior

Professional in Human Resources (SPHR) preferred.

- Demonstrated ability to develop appropriate HR objectives in support of student achievement.
- Demonstrated ability to manage several organizational units simultaneously.
- Knowledge of applicable federal and state laws and regulations.
- Ability to supervise and evaluate the work of others.
- Excellent verbal and written communication skills, including the ability to make effective presentations to diverse audiences.
- Possess a strategic focus with the ability to be decisive.
- Ability to interact and establish strong, collaborative relationships with other agencies and organizations.
- Exceptional management, organizational, and leadership skills.
- Proficient in the use of computer applications, including Microsoft Office.

#### 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>

#### How To Apply

If you wish to apply for this position, click the Register and Apply Now Button below.

Baltimore City Public Schools is an equal opportunity employer and encourages resumes from bi-lingual or multi-lingual candidates.

Baltimore City Public Schools does not discriminate in any aspect of employment on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age. For inquiries regarding the nondiscrimination policies, please contact the Equal Employment Opportunity Manager, 200 E. North Avenue, Room 208, Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

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Currency

Amount of Travel  
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