



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified 3/28/2023

Supervisor, HRTD (Operations)

Pay Scale: B

Level: 23

FLSA Status: Exempt

Job Family: Human Resources

Primary Location: Administration Building

Department Overview

The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Title IX, Equity & Compliance, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview

The Human Resources and Talent Development (HRTD) Supervisor, Operations is responsible for providing human resource support regarding operations within the HRTD Department, including the management and oversight of employee licensure, pre-employment procedures and clearances, and employment verifications. This position will be responsible for supervising multiple employee groups with a focus on reviewing current safety-sensitive protocols and developing, reviewing, or revising procedures for HRTD Department operations.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Ensures that standard operating procedures are reviewed, revised, developed, and communicated to ensure consistency and understanding related to employee licensure, pre-employment procedures and clearances, and employment verifications; reviews and recommends new and/or revised policies and procedures
- Incorporate additional resources and checks through NASDTEC membership
- Supervises employee licensure, including review of licensure requests and communicating with the Virginia Department of Education and expert consultants
- Supervises pre-employment procedures and clearances, including reference checks, criminal background checks, and Child Protective Services checks; Manage identification badge protocols for new, current, and separating employees
- Supervises employment verification processes, including validating data and providing appropriate employment details to external parties
- Supervises and leads each functional group (licensure specialists, pre-employment specialists, and help desk staff) through initial review of current standard operating procedures with resulting revisions, updates, and increased efficiencies
- Implements revised standard operating procedures; conducts ongoing reviews to ensure consistency and continuous process improvement; creates and conducts audit system to ensure that standard operating procedures are implemented with fidelity

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- Consults and communicates with supervisors in other departments in relationship to assignment areas
- Complete and coordinate projects of a complex nature as assigned; manages HRTD Department operations

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in Business Administration, Human Resources or related field; Master's Degree

Experience

Six (6) to seven (7) years of experience in human resources field or in school administration, with preference for experience supervising employees

Licenses and Certifications

Human Resources Certifications (PHR, SPHR, SHRM-CP, or SHRM-SCP)

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of public school administration, human resources administration, and equal employment
- Demonstrated knowledge of computer applications including Word, Excel, PowerPoint, applicant tracking technology, etc.
- Strong written and verbal communication skills and a preference for detail
- Demonstrated the professional and personal characteristics necessary for working effectively with school personnel and within the community
- Demonstrated the ability to work successfully in a fast-paced, high volume work environment
- Ability to work independently without close supervision, prioritize work effectively and utilize time management skills

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual

orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.