Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified 3/28/2023

Director, HRTD (Employee Benefits)

Pay Scale: B
Level: 27
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 Director, Human Resources and Talent Development (Employee Benefits) champions HRTD practices which cultivate a high-performing team of professionals focused on our mission and goals. The Director provides leadership and strategic solutions in the development of goals, policies, and procedures and the management of the daily operations and supervision of the staff. This position plans, supervises, implements, and analyzes policies and regulations; ensures plan and program administration complies with established laws and regulations; advises senior leadership on overall program operations and significant administrative issues; and directs staff development with an emphasis on teamwork and customer service.

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.

- Leads the management, development, evaluation, and modification of programs, and projects of the Leave & Disability and Employee Benefits, Health and Wellness programs; manages human, physical, and financial resources in areas of responsibility to maximize efficiency and effectiveness
- Develops and implements goals and long-range objectives for assigned programs and staff
- Serves as a subject matter expert by providing guidance and ongoing education to ensure consistent interpretation and administration of employee benefits programs
- Collaborates with other departments on the integration of benefits programs in conjunction with state and federal requirements and School Board policy
- Participates in annual budget preparation for the department, including making recommendations for worker's compensation, benefits and ADA program costs
- Monitors legislative environment for proposed changes in applicable regulations and ensures compliance with federal, state, and local laws for benefits plans
- Manages vendor relationships in areas of responsibility, administers contracts and monitors performance in conjunction with Procurement staff

- Surveys industry trends; responds to benefits surveys and reviews information obtained from the results
- Analyzes complex benefits information and issues; forecasts trends and participates in program design
- Develops recommendations for review by management; prepares, collects, and organizes data for actuarial assessments; reviews data in conjunction with actuarial evaluation; monitors administrative costs of benefits programs and recommends cost containment strategies, including alternative methods for administration and funding; prepares budgetary recommendations and assist in the monitoring, verifying and reconciling of budgeted funds
- Consults with the Chief Human Resources Officer on benefits policy, regulations, and procedures

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

Experience
Ten (10) years of experience in human resources field or in school administration, supervisory experience

Licenses and Certifications

Knowledge, Skills and Abilities
- Experience in re-engineering operations and processes, developing new strategies, and leading change initiatives
- Demonstrated experience in problem solving, customer relationships and partnerships, project management, risk taking, and encouraging diversity and quality orientation
- Strong written and oral communication skills that demonstrate ability to interface and influence all levels of management and staff
- Experience and proficiency with Microsoft Office products
- Strong knowledge of employment law and human resources policies
- Ability to model behavior of high integrity, professionalism, and customer-focus

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.