



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 3/28/23

Chief Human Resources Officer

Pay Scale: Cabinet

Level: NA

FLSA Status: Exempt

Job Family: Executive

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, Employee Benefits and Leave & Disability.

Job Overview

The Chief Human Resources Officer is responsible for developing and implementing a human resources strategy in support of empowering all students to make meaningful contributions to the world. Specifically, contributions are expected in the areas of recruitment, talent development, retention, equity and inclusion, performance management, compensation, policy development, employee relations, record keeping, data, compliance, and customer service. The incumbent provides information to the School Board on the interpretation of existing policies, practices, and data.

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.

- Provides leadership, oversight, and direction to all human resources functions, and the human resources and talent development leadership team.
- Oversees strategic plans and programs to recruit and retain high-performing, diverse team members throughout the organization.
- Oversees execution and revision of onboarding programs.
- Provides leadership in employee relations matters, including disciplinary actions and grievances.
- Supports schools with a strong culture of timely customer service.
- Directs human resources litigation actions in conjunction with the Superintendent and Division Counsel.
- Develops, presents, and manages annual budgets and associated measures.
- Develops forecasting and planning models to identify HR process, competency, and resource gaps and implement plans to close gaps.
- Oversees the compensation program that seeks to ensure that salaries of non-teaching positions are externally competitive and internally equitable.
- Provides leadership in new teacher onboarding, coaching, and mentoring support.

- Provides direction for leadership development, career planning, and succession planning programs.
- Attends board meetings and prepares reports and responses for the School Board as the Superintendent may request; serves as a member of the Superintendent's Cabinet.
- Advises the Superintendent and Cabinet members in matters regarding human resources.
- Serves as liaison to the HRTD Committee of the School Board and provides leadership for the analysis, development, revision, and implementation of human resources policies.
- Promotes and monitors compliance with federal and state laws and School Board policies related to human resources.
- Oversees Title IX and EEO processes.
- Oversees the performance evaluation management system for the division.
- Provides general direction to the process of job design, job evaluation, wage and hour compliance, and salary placement practices.
- Provides leadership in the collection and analysis of data for decision-making, required reports, and presentations.
- Ensures that all human resources systems, record-keeping, and procedures are fair, equitable, efficient, confidential, and adhere to relevant laws and policies.
- Assists in creating a high-performing, customer-service focused department.
- Oversees and refines substitute teacher program, licensure support, and employment verification services.

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 or doctorate preferred

Experience

Ten years of experience in human resources field or in school administration and three years of experience leading the strategic direction of a department or office

Licenses and Certifications

Senior Human Resources Certifications (SPHR or SHRM-SCP) or Postgraduate Professional License with endorsement in school administration preferred

Knowledge, Skills and Abilities

- Demonstrated knowledge of principles, procedures, and practices of human resources programs and procedures to improve overall operations and organizational effectiveness
- Knowledge of state and federal laws and rules concerning the employment of personnel and their rights and privileges as employees
- Knowledge of district organization, policies, procedures, and system-wide goals related to strategic plans
- Ability to develop, analyze, and recommend policies, strategies, and practices affecting school district personnel and serves.
- Demonstrated professional and personal characteristics necessary for working effectively with school personnel and members of the community
- Strong organizational, communication, and interpersonal skills

- Strong technical skills to facilitate complex budget analysis

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.