



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 6/11/2024

Supervisor, HRTD (Equity and Compliance)

Pay Scale: B

Level: 23

FLSA Status: Exempt

Job Family: Human Resources

Primary Location: Administration

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, Equity & Compliance, Title IX, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview

The HRTD Supervisor (Equity and Compliance) provides human resources leadership and management regarding all aspects of the equity and compliance program, including complaints investigation; and system-wide training to ensure compliance with regulations and policies related to discrimination and employment law, including, but not limited to: Title VII and Title II of the Americans with Disabilities Act; Title VI and Title VII of the Civil Rights Act of 1964; Age Discrimination in Employment Act; Family and Medical Leave Act; and Uniformed Services Employment and Reemployment Rights Act. The HRTD Supervisor works closely with internal and external stakeholders, providing guidance, consultation, and technical oversight of all facets of the program; and overseeing the investigation, management and resolution of complaints.

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 allegations of harassment and discrimination are investigated within established timelines
- Provides direction and guidance to investigatory staff, reviewing written reports of findings and determinations; and implementing appropriate resolutions
- Conducts highly complex investigations, as needed
- Ensures that matters related to employee complaints are managed in adherence with school board policy and state guidelines
- Coordinates with principals and supervisors on management of employee complaints
- Ensures that legal matters related to complaints are managed as per established timelines and in coordination with division counsel and external legal counsel
- Prepares and provides systemwide training on professional and respectful workplace behavior for employees
- Establishes standard operating procedures to guide legal and time-sensitive work assignments to ensure compliance with policies, regulations, and procedures; conducts ongoing audits to ensure consistent compliance with procedures

- Consults and communicates with division leaders in relationship to assignment areas
- Serves as a member of division-wide committees to represent the interests of the department and division; serves on committees, task forces, and work groups, as assigned
- Collaborates with and supports the Labor Relations team for efficient coordination and resolution cross-functional issues and activities
- Completes and coordinates projects of a complex nature, as assigned

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

Six (6) years of experience in human resources and/or school administration

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of public school administration, human resources administration, equal employment and labor relations
- Knowledge of federal, state, and local non-discrimination laws, policies, regulations, and compliance requirements and practices specific to such laws and policies
- Knowledge of current and emerging EEO issues and trends
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships
- Ability to manage, protect, and impart confidential information
- Ability to work under pressure in a fast-paced environment
- Ability to analyze and evaluate procedures and make recommendations for efficiencies
- Demonstrated professional and personal characteristics necessary for working effectively with school personnel
- Proficiency in the use of personal computers and related hardware and software
- Proficiency in the use of human resources databases, systems and applications
- Strong organizational skills
- Strong interpersonal 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.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.