

# DeKalb County School District

## Position Specification

Title: Chief Human Resources Officer

<b>DIVISION:</b> Human Resources	<b>GRADE:</b> DPC
<b>DEPARTMENT:</b> Human Resources	<b>WORK DAYS:</b> 246
<b>REPORTS TO:</b> Superintendent	<b>FLSA STATUS:</b> Exempt
<b>RETIREMENT:</b> Teachers Retirement System	<b>APPROVED (HR):</b> June 28, 2022

### General Statement of Job

Under limited supervision, reports directly to the Superintendent and serves in the second highest tier of administration in the organization; ensures the daily implementation of human resources functions which are fundamental to the effective and efficient operation of the District; has oversight responsibility for the planning, organization, and coordination of operations of all programs, services and matters related to the Division of Human Resources; assists the Superintendent in ensuring compliance with established Board goals, strategic plan, and all legal and procedural requirements attendant to the effective operation of the District.

### Supervisory Responsibilities

Delegates to subordinates any of the powers and duties deemed necessary or advisable but continues to be responsible to the Superintendent for the execution of the powers and duties assigned. Directly supervises certified and classified personnel and indirectly supervises all full-time and part-time DCSD employees. Performs supervisory responsibilities in accordance with DCSD policies and applicable laws.

### Specific Duties and Responsibilities

#### **Essential Functions:**

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

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| <ul style="list-style-type: none"><li>• Oversees and ensures the operational effectiveness of all human resources core functions to include: personnel recruitment, onboarding, salary administration, leave administration, performance appraisal, employee relations, and benefits.</li></ul> |
| <ul style="list-style-type: none"><li>• Builds a highly inclusive environment in alignment with district core values as adopted by the Board of Education and strategic plan to establish operational effectiveness and achievement of organizational goals.</li></ul>                          |
| <ul style="list-style-type: none"><li>• Oversees the management and ensures legally sound and effective practices to comply with federal wage and overtime employment laws and applicable state and federal leaves administration policies and procedures.</li></ul>                            |

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<ul style="list-style-type: none"> <li>• Directs the administration of the district’s compensation program in concert with applicable Board of Education policies and procedures. Develops and monitors procedures for salary administration and placement.</li> </ul>
<ul style="list-style-type: none"> <li>• Interprets policies and procedures to ensure compliance with governmental agencies and regulations on employment, records retention, retirement, grievance, and other personnel matters and procedures.</li> </ul>
<ul style="list-style-type: none"> <li>• Evaluates human resources policies and procedures for the purpose of establishing actionable goals and objectives that support the operational framework of the Division for both internal and external stakeholders.</li> </ul>
<ul style="list-style-type: none"> <li>• Collaborates with Senior Administration and Principals to identify current personnel needs and align processes and procedures to achieve desired outcomes.</li> </ul>
<ul style="list-style-type: none"> <li>• Develops comprehensive strategic recruiting and retention plans to meet the future personnel needs as defined by strategic goals. Assists Divisional leaders in preparing retention plans for the development of talent pipelines for future hiring needs and succession planning into critical leadership roles.</li> </ul>
<ul style="list-style-type: none"> <li>• Oversees the production of monthly reports denoting all new hires and separations in accordance with DeKalb County School District Board of Education Policy.</li> </ul>
<ul style="list-style-type: none"> <li>• Supports the vision and mission of the district and performs other duties as assigned by the Superintendent.</li> </ul>

**Education and/or Experience:**

Master’s degree in Human Resources, Education, Business Administration or closely related field from a Professional Standards Commission approved accredited college or university required.

Minimum ten (10) years of experience as an administrator in a school district setting or as a SHRM certified corporate executive with demonstrated successful advancement through the administrative or executive managerial hierarchy, as appropriate, required.

**Certificates, Licenses, Permits:**

Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required, or meet the eligibility requirement for a Support Personnel License from the Georgia Professional Standards Commission.

SHRM- Industry Certification, preferred

**Knowledge, Skills & Abilities:**

**Knowledge** of organizational and departmental planning procedures; the organization of specific assigned area; budgeting and spending, labor issues and efficiencies; all relevant federal, state, and local employment laws and regulations; DCSS policies and procedures; employee/manpower forecasting; state and local staffing formulas and guidelines.

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**Skill in oral, written and interpersonal communication; highly complex decision making, and critical thinking; developing and maintaining ongoing internal relationships involving difficult, formal negotiations. Excellent interpersonal and networking skills are required for work with interdepartmental and interdivisional teams.**

**Ability to recruit, train and motivate employees; engage in analytical processing; lead change process in a large, complex, diverse organization; review established departmental and/or district objectives and strategic goals and make recommendations for improvements using independent judgement and critical thinking skills; establish objectives and procedures governing the performance of assigned activities among employees; maintain confidential information; use relevant computer applications; prioritize assignments; delegate; and manage multiple assignments simultaneously.**

#### **ADA Requirements:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Hearing:** Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

#### **Performance Factors:**

**Interaction with Others:** Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

**Concentration:** Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

**Independent Judgment:** Ability to complete work tasks without being given precise directions relative to work steps or the final project.

**Organizational Skills:** Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

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**Decision Making:** Ability to make appropriate business decisions.

**Attention to Detail:** Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

**Attendance and Dependability:** Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

**Travel:** Ability to travel throughout the school system and across the country and abroad on behalf of the school system.

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