



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Chief Human Resources Officer
SCHOOL/DEPARTMENT	Human Resources
SALARY	School Administrator
FLSA STATUS	Exempt
REPORTS TO	Superintendent
SUPERVISES	1 Director, 1 Administrative Assistant, 2 HR Specialist
WORK WEEK SCHEDULE	Monday - Friday; Must be able to work late evenings and some weekends
WORK HOURS	40 minimum
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Chief Human Resources Officer is responsible for the administration and oversight of the school system human resources programs and activities in alignment with Orange County Board of Education policies and procedures. Work involves assisting with the development and coordination of programs and policies related to recruitment, staffing, operation services, employee relations, personnel management, and employee benefits as well as budget and fiscal management for the Human Resources department. The CHRO is also responsible for interpreting existing personnel ordinances, policies and procedures as well as abiding by North Carolina statutory provisions related to personnel matters, addressing employee complaints or concerns, assisting elected officials in personnel matters and acting as a liaison to outside organizations and agencies involved in school personnel matters, to include working closely with the school board attorney. The CHRO is expected to exercise initiative and independent judgment with ensuring proper administration of personnel programs and must be able to effectively communicate with employees, elected officials and representatives of outside agencies and organizations. The CHRO also serves as the school district's Title IX Coordinator.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of principles, procedures and practices of public personnel administration
- Thorough knowledge of federal, state and local laws, rules and regulations governing public school personnel administration
- Thorough knowledge of the administration of Worker's Compensation insurance benefits, claim submissions, and oversight
- Thorough knowledge of the NC State Retirement System for school system employees
- Thorough knowledge of the state's Human Resource Management System (HRMS)
- Thorough knowledge of professional licensing requirements, including the renewal process, in accordance with NC General Statutory provisions
- Thorough knowledge of the School System's organization and operational policies and procedures
- Thorough knowledge of budget and fiscal management processes and requirements
- Thorough knowledge of ethical requirements and guidelines applicable to all positions within the school system as outlined by professional standards and/or federal, state and local laws, rules and regulations
- Considerable knowledge of personnel and management principles, practices and techniques as they relate to personnel administration resources and planning, position management, staff development and training, policy development and administration, employee evaluation processes, employee relations and related personnel and management functions and services
- Considerable knowledge of current literature, trends, and developments in the field of public school personnel and management functions and services
- Considerable knowledge of the principles of supervision, organization and administration in a public school system
- Considerable knowledge pertaining to the implementation of the Beginning Teacher Program and National Board Certification
- General knowledge of administrative, managerial and supervisory practices and techniques involved in directing personnel management programs and services
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified and/or improved personnel programs, services and activities
- Ability to prepare and present effective small to large scale informational sessions regarding personnel matters for staff and the community
- Familiarity with Title IX applications to public school system management
- Ability to establish and maintain effective working relationships with school system staff, staff members of external funding agencies, and the community

EDUCATION, TRAINING, AND EXPERIENCE

- Master's degree in education administration, public or business administration or related area
- Budget and fiscal management skills in order to provide oversight to the Human Resources Department
- Any equivalent combination of training and experience that provides the required skills, knowledge and expertise in the field of personnel management

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Five (5) years minimum in human resources management, preferably in a public school system
- SHRM certification
- Background in NC education and personnel laws

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for planning, developing, coordinating and evaluating the operations of the Human Resources Department
2. Provide advice, support and assistance by interpreting policies and procedures for the superintendent, directors, officers, employees and other government agencies regarding employment, record keeping, retirement, grievance and other personnel matters and procedures
3. Plan, direct, supervise, assign and evaluate the school system's recruitment activities to include but not be limited to applicant interviews, determination of applicant qualifications, background investigations and reference checks
4. Maintain up to date job descriptions for all positions in the school system
5. Establish goals and objectives for HR and attends meetings as required representing HR in personnel matters
6. Investigate, analyze and formulate methods for handling performance evaluation programs, including job descriptions, salary surveys, department reorgs, and position reclassifications
7. Ensure that teacher, administrator, and other personnel evaluations are conducted as required by state and federal laws and guidelines
8. Administer and monitor compliance with such policies or legal requirements as Fair Labor standards, EEOC guidelines, grievance procedures, the classification plan, and applicable local, State, and federal policies.
9. Conduct studies concerning the development and administration of personnel policies, programs, rules, and regulations
10. Respond to surveys from other organizations as requested
11. Recommend amendments to existing policies and recommend the writing of new policies, as appropriate, and submit recommendations for the consideration and approval to the Superintendent or his/her designee
12. Determine the HR training needs throughout the school system
13. Develop and plan training programs to meet the established needs of the school system
14. Coordinate the implementation of both ongoing and special interest training programs related to personnel management
15. Serve as an internal consultant to the Superintendent, directors, coordinators and principals regarding organizational development, including philosophy and goals, service standards, job performance and productivity standards and special program development and implementation
16. Investigate, analyze and make decisions regarding personnel problems and/or issues at times in consultation with the School Board Attorney as necessary
17. Administer Equal Employment Opportunity/Affirmative Action programs and develops effective

- recruiting processes in accordance with these programs
18. Develop methods for interaction between employees and managers/administrators concerning job responsibilities in order to enhance job satisfaction
 19. Solve job-related problems and improve organizational effectiveness
 20. Assist in creating a work environment that emphasizes a commitment to service as a means to achieving personal satisfaction and models that commitment in daily functions
 21. Provide oversight for the placement and supervision of student teachers and other interns, including administrative interns, as well as contractors/consultants
 22. Perform additional duties as assigned by the Superintendent

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*