

Executive Director of Human Resources – Posting # 00004212

QUALIFICATIONS: Master's degree in human resources, public administration, business, or related field from an accredited institution. A minimum of eight (8) years of progressive work experience in human resource management or a related field; of which two (2) or more must have been in a management/leadership capacity. Human Resources Certification from an accrediting body desired (i.e. PHR, SPHR, GPHR, CEBS, CCP) or willingness to acquire certification within one to two year time period of employment. Bilingual (Spanish) highly desirable.

The executive director (ED) for human resources provides expert consultation and administration of the human resources functions for Richmond Public Schools (RPS). This work is expected to be executed in accordance with best practices/body of knowledge as set forth by organizations such as American Association of School Personnel Administrators (AASPA) and approved affiliates, Human Resources Certification Institute (HRCI) and/or Society for Human Resources Management (SHRM). Further, all human resources practices and operations shall be performed in accordance with the AASPA Code of Ethics and all applicable federal and state laws, as well as school division policies and administrative procedures/regulations. The position requires discretion, flexibility, the ability to manage through others and influence behaviors in a fast paced environment. The ED for human resources is experienced in human resources (HR) providing strategic leadership, vision and management of this function. Areas of responsibility include compensation, classification, recruitment, retention, professional development, employee relations, retirement, benefits, orientation and off-boarding, licensure and certification, HRIS and coordination of transactions affecting payroll, and professional development. The ED for human resources works closely with building leaders, members of the superintendent's cabinet and board related to all human capital matters. Additionally, the ED is responsible for institutional initiatives related to increasing and maintaining diversity and compliance within the RPS community and fostering equal opportunity for all employees.

PERFORMANCE EXPECTATIONS: Leads and directs the work of the department. Plans and recommends goals and objectives for HR Development. Makes recommendations to update policies and administrative practices based on annual or periodic changes provided by VSBA and other governing/legislative bodies. Maintains flexibility, and empowers the team to create strategic change. Directs recruitment, selection, staffing, performance management, development and employee relations. Creates an annual, pro-active nationwide recruitment program and implementation plan designed to attract the most qualified applicants. Provides performance management direction, training and support for the division. Creates opportunities for collaboration with payroll and finance to reduce errors and promote efficiencies. Provides reports on identified metrics. Proactively uses data to recommend, implement and plan initiatives. Prepares and administers the budget for the department, analyzes spend and makes recommendations for changes where applicable. Assists with the development of annual staffing allocations, displacement, transfers, surplus and reduction in force. Provides direction and coordinates voluntary and involuntary terminations. Directs the preparation of the school board agenda items relative to HR actions and participates/attends school board meetings. Coordinates the development and use of the HR information systems (HRIS) in order to maintain required records and to produce relevant reports. Directs the work of employee benefits working closely with risk management. Directs the preparation of salary schedules and makes applicable recommendations. Chairs and serves on various committees. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work directing the Human Resources Department. Work requires frequent standing, sitting, walking and light lifting up to 20 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer generated data.

REPORTS TO: Superintendent or Designee

SALARY/LENGTH OF CONTRACT: Pay grade 23, \$92,208 - \$147,612. This is a twelve-month (261 days) contract position with excellent benefits. FLSA: Exempt

HOW TO APPLY

All applicants (including RCPS employees) must submit an on-line application. **Job posting number # must be included on application.** Please access website at: www.richmond.k12.va.us.

Please upload the following information with your application: a current resume, transcript and license if applicable. Also, when completing your application, include three email addresses of your professional references and/or upload letters of references. A combination of professional reference email addresses and letters are accepted. Richmond City Public Schools will conduct a background investigation, fingerprinting, tuberculosis screening and drug/alcohol testing as a condition of employment. EOE.

SPECIAL NOTE: If you have questions regarding this position, contact Tim Williams at (804) 780-7864.

APPLICATION DEADLINE: OPEN UNTIL FILLED